



SPARTANBURG
COMMUNITY
COLLEGE

2012-2013 Student **Planner** & *Handbook*





SPARTANBURG
COMMUNITY
COLLEGE

Student Planner & Handbook July 2012-August 2013

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Notice To Students:

Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source is not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information in this publication.

Table of Contents

President's Message	3	Fire Drills	86
Academic Calendar, 2010-2011	4	Fundraising Projects	86
2010-2011 Planner	5-63	Grade Correction	86
Student Handbook	64-140	Grade Point Average	86-87
About the College	65-69	Grading System	87
Accreditations	65	Graduation Ceremony	87
College Vision	65	Graduation (Eligibility)	87-88
College Mission	65	Honor Graduates	88
College Role & Scope	66	Identification Cards	88
College Values	66-67	Insurance	88
Student Outcomes	67	Intellectual Property	88
SCC Corporate & Community		Library	89-91
Education Division	67-68	Lost and Found	91
SCC Foundation	68	Orientation	91
Miscellaneous Information	68-69	Parking Rules	91-92
Student Handbook Definitions	70-108	Payment of Fees	92-93
Academic Advising	70	Procedures for Existing Student	
Academic Computer Services	70	Clubs/Organizations	93
Academic Dishonesty (See Student Code)		Procedures for Establishing New Clubs/	
Academic Dishonesty Policy Special		Organizations	93-94
Accommodations for		Re-Admission Requirements	94
Sensory-Impaired Students	70-71	Record Changes	94
Academic Standards of Progress	71	Records and Transcripts	94-96
Add/Drop Period	72	SCCOnline	96
Advising Center	72	SCC Student Ambassadors	96
AIM Center	72	Services for Students with Disabilities	97
Alcohol and Drugs	73	Smoking Policy	97
Alerts-Campus Closings and Emergency		Student Affairs Division	97
Notifications	73	Student Code and Grievance	
Alumni Association	73	Procedures	98
Application Fee Payment	73	Student Clubs/Organizations	98-102
Appeals	73	Student Life	102
Auditing A Course	73	Student Refund/Withdrawal/	
Blackboard	74	Federal Return of Funds	102-104
Bookstore (The Book Inn)	74	Success Network	104-105
Bulletin Boards	75	Suspension for Non-Academic Reasons	105
Campus Crime Awareness	75-76	Tardies	105
Campus Safety and Security/		Telephones	105
Student-Right-to-Know	76	Testing Center	105
Career Planning and Placement	76	Transferring Credits to SCC	106
Cellular Phones and Pagers/Beepers	76-77	Transitional Studies	106-107
Cherokee County Campus	77	The Rita Allison Learning Center (TLC)	107
Classroom/Lab Conduct and		Tyger River Campus	108
Expectations	77-79	Vending	108
Children on Campus	79	Withdrawal from Course/Term/College	108
Class Attendance	79-80	Appendix I: The Student Code for SCC	109-122
Class Rings	80	SCC Plagiarism Sanctions	123-124
Clubs (See Student Organizations)		Appendix II: The Student	
Counseling and Career Development	80	Grievance Procedure for SCC	125-129
Copyright	80-81	Appendix III:	
Course Overload Policy	81	SCC Directory of Services	130
Dean's List	81	Appendix IV: 2012-2013 Exam	
Emergencies	81-82	Schedules: Fall, Spring, Summer	131-134
English Fluency of Faculty	82	Appendix V: SCC Central Campus Map	135
Enrollment and Registration Guide	82	Appendix VI-VIII:	
Evaluation of Instruction	82	SCC Cherokee County Campus Map	136
Exemption Policy	82-85	SCC Tyger River Campus Map	137
Facility Services at SCC	85	Union County Advanced Technology Ctr.	138
Faculty and Staff	85	Appendix IX: Student Copier	
Financial Aid and Veterans Benefits	85-86	Campus Locations	139



President's Message

Welcome to Spartanburg Community College! As an SCC student, you join a rich history of educational excellence that began in 1963 with 150 students. Today, nearly 6,000 students share a common goal of seeking associate degrees and training that lead to rewarding employment and financial stability.

We are dedicated to helping you accomplish your college and career objectives in a way that works best for you. Whether your goal is education leading to a high-growth, high-demand career field or university transfer, SCC offers access to over 100 associate degree, diploma and certificate programs that lead to growing careers in business, engineering technology and industrial technology, computer technology, health and education. With day, evening, weekend, traditional and online classes at locations in Spartanburg, Cherokee and Union counties, SCC is convenient for recent high school graduates and busy adults who want to begin or advance their careers. Our tuition is the lowest in the region and our quality is excellent, thanks to dedicated faculty, state-of-the-art classrooms and laboratories and small class sizes. And, because more than 80 percent of new careers today and in the future will require at least an associate's degree, your SCC education will continue to pay off for years to come.

The purpose of this Student Planner & Handbook is to help you organize your academic responsibilities and keep track of key dates for admissions, financial aid, etc. I encourage you to take advantage of many resources available to help you achieve your academic and career goals – from advising, student support services to career planning and placement. I also hope you can engage in the many student activities SCC offers, including student organizations aligned with your chosen major and career field.

We are committed to your success – while a student on our campus, after graduation and as a working professional in our community.

Thank you for choosing Spartanburg Community College. We look forward to assisting you in achieving your college and career goals. Our mission is to ensure your success.

A handwritten signature in black ink that reads "Henry C. Giles". The signature is fluid and cursive, with the first name "Henry" being the most prominent.

Henry C. Giles
Interim President
Spartanburg Community College

General Deadlines – Fall 2012

Registration begins for Fall 2012	April 16
Financial aid available for tuition payment and Book Inn purchases	July 30 - October 9
First Deletion for non-payment	August 3; 1:30 pm
On-site Registration, Union County Advanced Technology Center	August 6; 9am-1pm
On-site Registration, Cherokee County Campus	August 7; 9 am-6 pm
On-site Registration, Central Campus	August 8-10
On-site Registration, Tyger River Campus	August 8; 9 am-7 pm
Second Deletion for non-payment	August 10; 5 pm
Late registration fee of \$75 applies	Begins August 11
Labor Day holiday (College closed)	September 3
Checks mailed to students with financial aid funds remaining in accounts	October 19
Deadline for graduation applications	October 26
Election Day (College closed)	November 6
Thanksgiving holiday (College closed)	November 22-25
Fall grades submitted	December 6
Christmas/New Year holidays (College closed)	Dec. 20 - January 2

General Deadlines – Spring 2013

Registration begins for Spring 2013	October 22
Financial aid available for tuition payment and Book Inn purchases	December 12 - March 5
On-site Registration, Cherokee County Campus	January 3; 9am-6pm
On-site Registration, Union County Advanced Technology Center	January 3; 9am-1pm
On-site Registration, Central Campus	January 3-4
On-site Registration, Tyger River Campus	January 3; 9 am-7 pm
Deletion for non-payment	January 4; 5 pm
Late registration fee of \$75 applies	Begins January 5
Martin Luther King Jr. holiday (College closed)	January 21
Deadline for graduation applications (spring / summer 2013)	February 22
Checks mailed to students with financial aid funds remaining in accounts	March 15
Spring break (no classes)	April 1-7
Spring grades submitted	May 6
Graduation	May 9

General Deadlines – Summer 2013

Registration begins for Summer 2013	March 25
On-site Registration, Union County Advanced Technology Center	May 13; 9am-1pm
Financial aid available for tuition payment and Book Inn purchases	May 13 - June 25
On-site Registration, Cherokee County Campus	May 13; 9am-6pm
On-site Registration, Central Campus	May 14-16
On-site Registration, Tyger River Campus	May 14; 9 am-7pm
Deletion for non-payment	May 16; 5pm
Late registration Fee of \$75 applies	Begins May 17
Memorial Day holiday (College closed)	May 27
Deadline for graduation applications	May 31
Checks mailed to students with financial aid funds remaining in accounts	July 3
Independence day (College closed)	July 4-7
Summer grades submitted	July 29

View the full academic calendar in the *SCC Enrollment & Registration Guide* (available in the SCC Admissions Center or online at www.sccsc.edu/resources/publications.aspx). Calendar dates are subject to change in the case of extenuating circumstances, such as inclement weather. Please check the SCC website at www.sccsc.edu/academics for updates to the academic calendar.

Special Notice – SCC Student Activity Events:

In an effort to provide timely and accurate information, student activity events will no longer be listed in the *SCC Planner & Handbook*. Instead, all student-related events will be listed on the SCC Portal, which can be found via the SCC website at www.sccsc.edu. Please check the Portal often to find out about fun and exciting events planned for SCC students.

<div> Mon, July 30 </div> <ul style="list-style-type: none"> Book Inn semester break hours, 8:30am - 6pm Fall semester textbooks available for purchase in the Book Inn Financial aid students may begin purchasing textbooks at the Book Inn for fall 	
<div> Tues, July 31 </div> <ul style="list-style-type: none"> Book Inn semester break hours, 8:30am - 6pm 	
<div> Wed, August 1 </div> <ul style="list-style-type: none"> Book Inn semester break hours, 8:30am - 6pm 	
<div> Thurs, August 2 </div> <ul style="list-style-type: none"> Book Inn semester break hours, 8:30am - 6pm 	
<div> Fri, August 3 </div> <ul style="list-style-type: none"> Book Inn semester break hours, 8:30am - 1pm First deletion of non-paid students at 1:30 pm 	
<div> Sat, August 4 </div>	

Sun, August 5

Mon, August 6

- On-site registration for fall 2012 term at Union campus, 9am-1pm
- Book Inn hours, 8:30am - 6pm

Tues, August 7

- Book Inn hours, 8:30am - 6pm
- On-site registration for fall 2012 term at Cherokee County Campus, 9am - 6pm

Wed, August 8

- Book Inn hours, 8:30am - 7pm
- On-site registration for fall 2012 term at Central Campus, 8:30am - 7pm
- On-site registration for fall 2012 term at Tyger River Campus, 9am - 7pm

Thurs, August 9

- Book Inn hours, 8:30am - 7pm
- On-site registration for fall 2012 term at Central Campus, 8:30am - 7pm

Fri, August 10

- Book Inn hours, 8:30am - 5pm
- On-site registration for fall 2012 term at Central Campus, 8:30am - 5pm
- Second deletion of non-paid students at 5pm

Sat, August 11

- Late Registration fees begin for fall term 2012

<div>Sun, August 12</div>	
<div>Mon, August 13</div> <ul style="list-style-type: none"> Book Inn hours, 8am - 6pm Late Registration for fall term 2012, 8:30am-6:00pm 	
<div>Tues, August 14</div> <ul style="list-style-type: none"> Book Inn hours, 8am - 6pm Late Registration for fall semester 2012, 8:30am-6:00pm 	
<div>Wed, August 15</div> <ul style="list-style-type: none"> Book Inn hours, 8:30am - 6pm First day of classes for fall 2012 semester First day of classes for first 7.5-week term 	
<div>Thurs, August 16</div> <ul style="list-style-type: none"> Book Inn hours, 8:30am - 6pm 	
<div>Fri, August 17</div> <ul style="list-style-type: none"> Book Inn hours, 9am - 1pm Last day to receive 100% refund for first 7.5-week term 	
<div>Sat, August 18</div> <ul style="list-style-type: none"> Central Campus/Cherokee County Campus Library open 9am-1pm 	

Sun, August 19	
Mon, August 20	
• Book Inn hours, 8am - 6pm	
• Last day to receive 75% refund for first 7.5-week term	
Tues, August 21	
• Book Inn hours, 8am - 6pm	
• Last day to receive 50% refund for first 7.5-week term	
Wed, August 22	
• Book Inn hours, 8am - 6pm	
• Last day to receive 100% refund for fall (full) semester	
Thurs, August 23	
• Book Inn hours, 8am - 6pm	
Fri, August 24	
• Book Inn hours, 9am - 1pm	
Sat, August 25	
• Central Campus/Cherokee County Campus Library open 9am-1pm	

Sun, August 26	
Mon, August 27	
<ul style="list-style-type: none">• Summer graduates' awards available for pick-up in the records office	
Tues, August 28	
<ul style="list-style-type: none">• Summer graduates' awards available for pick-up in the records office• Last day to receive 75% refund for fall (full) semester	
Wed, August 29	
<ul style="list-style-type: none">• Summer graduates' awards available for pick-up in the records office	
Thurs, August 30	
<ul style="list-style-type: none">• Summer graduates' awards available for pick-up in the records office	
Fri, August 31	
Sat, September 1	
<ul style="list-style-type: none">• Central Campus/Cherokee County Campus Library open 9am-1pm	

Sun, September 2

Mon, September 3

- Labor Day holiday. College closed. No classes.

Tues, September 4

- Summer graduates' awards mailed
- Last day to receive 50% refund for fall (full) semester

Wed, September 5

Thurs, September 6

Fri, September 7

Sat, September 8

- Central Campus/Cherokee County Campus Library open 9am-1pm

<div>Sun, September 9</div> <div> <ul style="list-style-type: none"> Grandparents' Day </div>	
<div>Mon, September 10</div> <div> <ul style="list-style-type: none"> Second payment due for fall (full) semester payment plan </div>	
<div>Tues, September 11</div> <div> <ul style="list-style-type: none"> Spring semester booklist distributed to the department chairs Patriot Day </div>	
<div>Wed, September 12</div>	
<div>Thurs, September 13</div> <div> <ul style="list-style-type: none"> Last day for Return to Title IV for first 7.5-week term </div>	
<div>Fri, September 14</div>	
<div>Sat, September 15</div> <div> <ul style="list-style-type: none"> Central Campus/Cherokee County Campus Library open 9am-1pm </div>	

Sun, September 16

- Patriot Day
- Rosh Hashanah

Mon, September 17

- Constitution Day

Tues, September 18

Wed, September 19

Thurs, September 20

- First day of classes for 10-week flex term

Fri, September 21

- Autumn begins

Sat, September 22

- Central Campus/Cherokee County Campus Library open 9am-1pm

<div>Sun, September 23</div>	
<div>Mon, September 24</div> <ul style="list-style-type: none"> Last day to drop classes for first 7.5 week term Spring semester booklist adoptions due to the bookstore 	
<div>Tues, September 25</div> <ul style="list-style-type: none"> Yom Kippur 	
<div>Wed, September 26</div> <ul style="list-style-type: none"> Last day to receive 100% refund for 10-week flex term 	
<div>Thurs, September 27</div>	
<div>Fri, September 28</div>	
<div>Sat, September 29</div> <ul style="list-style-type: none"> Central Campus/Cherokee County Campus Library open 9am-1pm 	

Sun, September 30	
Mon, October 1	
• Last day to receive 75% refund for 10-week flex term	
Tues, October 2	
Wed, October 3	
• Last day to receive 50% refund for 10-week flex term	
• Second payment due for late-start semester payment plan	
Thurs, October 4	
• Last day of classes for first 7.5 week term	
Fri, October 5	
Sat, October 6	
• Central Campus/Cherokee County Campus Library open 9am-1pm	

<div>Sun, October 7</div>	
<div>Mon, October 8</div> <ul style="list-style-type: none"> Classes begin for second 7.5 week term Columbus Day 	
<div>Tues, October 9</div> <ul style="list-style-type: none"> Last day to purchase textbooks using financial aid for fall 	
<div>Wed, October 10</div> <ul style="list-style-type: none"> Last day to receive 100% refund for second 7.5-week term Third payment due for fall (full) semester payment plan 	
<div>Thurs, October 11</div>	
<div>Fri, October 12</div> <ul style="list-style-type: none"> Last day to receive 75% refund for second 7.5-week term 	
<div>Sat, October 13</div> <ul style="list-style-type: none"> Central Campus/Cherokee County Campus Library open 9am-1pm 	

Sun, October 14	
Mon, October 15	
• Last day to receive 50% refund for second 7.5-week term	
Tues, October 16	
Wed, October 17	
• Last day for Return to Title IV for full semester	
Thurs, October 18	
Fri, October 19	
• Financial aid refund checks mailed for fall semester	
Sat, October 20	
• Central Campus/Cherokee County Campus Library open 9am-1pm	

<div>Sun, October 21</div>	
<div>Mon, October 22</div> <ul style="list-style-type: none"> Registration begins for spring semester 2013 Third payment due for late-start semester payment plan 	
<div>Tues, October 23</div>	
<div>Wed, October 24</div>	
<div>Thurs, October 25</div>	
<div>Fri, October 26</div> <ul style="list-style-type: none"> Deadline to apply for fall graduation 	
<div>Sat, October 27</div> <ul style="list-style-type: none"> Central Campus/Cherokee County Campus Library open 9am-1pm 	

<div>Sun, October 28</div> <div><ul style="list-style-type: none">• Last day for Return to Title IV for 10-week flex term</div>	
<div>Mon, October 29</div>	
<div>Tues, October 30</div>	
<div>Wed, October 31</div> <div><ul style="list-style-type: none">• Halloween</div>	
<div>Thurs, November 1</div>	
<div>Fri, November 2</div>	
<div>Sat, November 3</div> <div><ul style="list-style-type: none">• Central Campus/Cherokee County Campus Library open 9am-1pm</div>	

<div>Sun, November 4</div> <div> <ul style="list-style-type: none"> Daylight Saving Time ends Last day for Return to Title IV for second 7.5-week term </div>	
<div>Mon, November 5</div> <div> <ul style="list-style-type: none"> Last day to drop classes for fall (full) semester Spring semester textbooks available for purchase </div>	
<div>Tues, November 6</div> <div> <ul style="list-style-type: none"> Election Day - College closed. No classes. </div>	
<div>Wed, November 7</div>	
<div>Thurs, November 8</div>	
<div>Fri, November 9</div>	
<div>Sat, November 10</div> <div> <ul style="list-style-type: none"> Central Campus/Cherokee County Campus Library open 9am-1pm </div>	

Sun, November 11

- Veteran's Day

Mon, November 12

- Last day to drop classes for 10-week flex term

Tues, November 13

Wed, November 14

Thurs, November 15

Fri, November 16

- Last day to drop classes for second 7.5-week term
- Veterans Day

Sat, November 17

- Central Campus/Cherokee County Campus Library open 9am-1pm

<div>Sun, November 18</div>	
<div>Mon, November 19</div> <div> • Book Inn holiday hours, 8:00am - 5pm </div>	
<div>Tues, November 20</div> <div> • Book Inn holiday hours, 8:00am - 5pm </div>	
<div>Wed, November 21</div> <div> • Book Inn holiday hours, 8:00am - 5pm • Thanksgiving Holiday - No classes (administrative offices open). </div>	
<div>Thurs, November 22</div> <div> • Thanksgiving Day. College closed. No classes. </div>	
<div>Fri, November 23</div> <div> • Thanksgiving Holiday. College closed. No classes. </div>	
<div>Sat, November 24</div> <div> • Thanksgiving Holiday. College Closed. No classes. • Central Campus/Cherokee County Campus Library closed. </div>	

Sun, November 25

- Thanksgiving Holiday. College Closed.

Mon, November 26

Tues, November 27

Wed, November 28

Thurs, November 29

- Last day of classes fall (full) semester
- Last day of classes for first 10-week flex term
- Last day of classes for second 7.5-week term (exams)

Fri, November 30

- Fall semester (full) and second 7.5-week term FRI and SAT class exams (see pages 131-132 for schedule)

Sat, December 1

- Fall semester (full) and second 7.5-week term FRI and SAT class exams (see pages 131-132 for schedule)
- Central Campus/Cherokee County Campus Library open 9am-1pm

<div>Sun, December 2</div>	
<div>Mon, December 3</div> <ul style="list-style-type: none"> Fall semester (full), second 7.5-week term and 10-week term class exams (see pages 131-132 for schedule) Textbook Buyback - Book Inn, 9am-6pm 	
<div>Tues, December 4</div> <ul style="list-style-type: none"> Fall semester (full), second 7.5-week term and 10-week term class exams (see pages 131-132 for schedule) Textbook Buyback - Book Inn, 9am-5pm 	
<div>Wed, December 5</div> <ul style="list-style-type: none"> Fall semester (full), second 7.5-week term and 10-week term class exams (see pages 131-132 for schedule) Textbook Buyback - Book Inn, 9am-5pm 	
<div>Thurs, December 6</div> <ul style="list-style-type: none"> Fall grades due at 9am 	
<div>Fri, December 7</div>	
<div>Sat, December 8</div>	

Sun, December 9	
Mon, December 10	
• Book Inn hours, 8:00am - 5pm	
Tues, December 11	
• Book Inn hours, 8:00am - 5pm	
Wed, December 12	
• Book Inn hours, 8:00am - 5pm	
• Financial aid students may begin purchasing textbooks at Book Inn for spring 2013	
Thurs, December 13	
• Book Inn hours, 8:00am - 5pm	
Fri, December 14	
• Book Inn hours, 9:00am - 1pm	
Sat, December 15	

<div>Sun, December 16</div>	
<div>Mon, December 17</div>	
<div>Tues, December 18</div>	
<div>Wed, December 19</div> <div> • Federal Work Study contract ends for fall </div>	
<div>Thurs, December 20</div> <div> • Christmas Break. College closed. No classes. </div>	
<div>Fri, December 21</div> <div> • Christmas Break. College closed. No classes. </div>	
<div>Sat, December 22</div> <div> • Christmas Break. College closed. No classes. </div>	

Sun, December 23

- Christmas Break. College closed.

Mon, December 24

- Christmas Break. College closed.
No classes.
- Christmas Eve

Tues, December 25

- Christmas Break. College closed.
No classes.
- Christmas Day

Wed, December 26

- Christmas Break. College closed.
No classes.

Thurs, December 27

- Christmas Break. College closed.
No classes.

Fri, December 28

- Christmas Break. College closed.
No classes.

Sat, December 29

- Christmas Break. College closed.
No classes.

<div>Sun, December 30</div> <ul style="list-style-type: none"> Christmas Break. College closed. 	
<div>Mon, December 31</div> <ul style="list-style-type: none"> Christmas Break. College closed. No classes. New Year's Eve 	
<div>Tues, January 1</div> <ul style="list-style-type: none"> Christmas Break. College closed. No classes. New Year's Day 	
<div>Wed, January 2</div> <ul style="list-style-type: none"> Christmas Break. College closed. No classes. 	
<div>Thurs, January 3</div> <ul style="list-style-type: none"> Book Inn hours, 8:30am-7pm On-site Registration for spring 2013: <ul style="list-style-type: none"> Central Campus, 8:30am-7pm Cherokee County Campus, 9am-6pm Tyger River Campus, 9am-7pm Union Campus, 9am-1pm 	
<div>Fri, January 4</div> <ul style="list-style-type: none"> Book Inn hours, 8:30am-5pm On-site Registration for spring 2013 at Central Campus, 8:30am-5pm Deletion of non-paid students at 5pm 	
<div>Sat, January 5</div> <ul style="list-style-type: none"> Late Registration fees begin for spring 2013 semester Central Campus/Cherokee Campus Library CLOSED 	

Sun, January 6

Mon, January 7

- Book Inn hours, 8:30am - 6:30pm
- Late Registration for spring 2013 semester, 8:30am-6pm

Tues, January 8

- Book Inn hours, 8:30am - 6:30pm
- Late Registration for spring 2013 semester, 8:30am-6pm

Wed, January 9

- Book Inn hours, 8:30am - 6:30pm
- Classes begin for spring (full) semester
- Classes begin for first 7.5-week term

Thurs, January 10

- Book Inn hours, 8:30am - 6:30pm

Fri, January 11

- Book Inn hours, 8:30am -1pm
- Last day to receive 100% refund for first 7.5-week term

Sat, January 12

- Central Campus/Cherokee County Campus Library open 9am-1pm

<div>Sun, January 13</div>	
<div>Mon, January 14</div> <ul style="list-style-type: none"> • Book Inn hours, 8am-6pm • Last day to receive 75% refund for first 7.5-week term 	
<div>Tues, January 15</div> <ul style="list-style-type: none"> • Book Inn hours, 8am-6pm 	
<div>Wed, January 16</div> <ul style="list-style-type: none"> • Book Inn hours, 8am-6pm • Last day to receive 100% refund for spring (full) semester • Last day to receive 50% refund for first 7.5-week term 	
<div>Thurs, January 17</div> <ul style="list-style-type: none"> • Book Inn hours, 8am - 6pm 	
<div>Fri, January 18</div> <ul style="list-style-type: none"> • Book Inn hours, 9am - 1pm 	
<div>Sat, January 19</div> <ul style="list-style-type: none"> • Central Campus/Cherokee County Campus Library open 9am-1pm 	

Sun, January 20	
Mon, January 21	
<ul style="list-style-type: none">• Martin Luther King Jr. Day. College closed.	
Tues, January 22	
<ul style="list-style-type: none">• Book Inn hours, 8am - 6pm• Last day to receive 75% refund for spring (full) semester• Fall graduates' awards available for pick-up in the records office• Summer semester booklist distributed to department chairs	
Wed, January 23	
<ul style="list-style-type: none">• Book Inn hours, 8am - 6pm• Fall graduates' awards available for pick-up in the records office	
Thurs, January 24	
<ul style="list-style-type: none">• Book Inn hours, 8am - 6pm• Fall graduates' awards available for pick-up in the records office	
Fri, January 25	
Sat, January 26	
<ul style="list-style-type: none">• Central Campus/Cherokee County Campus Library open 9am-1pm	

<div>Sun, January 27</div>	
<div>Mon, January 28</div> <div> <ul style="list-style-type: none"> Last day to receive 50% refund for spring (full) semester </div>	
<div>Tues, January 29</div> <div> <ul style="list-style-type: none"> Fall graduates' awards mailed </div>	
<div>Wed, January 30</div>	
<div>Thurs, January 31</div>	
<div>Fri, February 1</div>	
<div>Sat, February 2</div> <div> <ul style="list-style-type: none"> Central Campus/Cherokee County Campus Library open 9am-1pm Groundhog Day </div>	

Sun, February 3	
Mon, February 4	<ul style="list-style-type: none">• Summer semester booklist adoptions due to Book Inn
Tues, February 5	
Wed, February 6	
Thurs, February 7	<ul style="list-style-type: none">• Last day for Return to Title IV for first 7.5-week term
Fri, February 8	
Sat, February 9	<ul style="list-style-type: none">• Central Campus/Cherokee County Campus Library open 9am-1pm

<div>Sun, February 10</div>	
<div>Mon, February 11</div>	
<div>Tues, February 12</div>	
<div>Wed, February 13</div> <div> <ul style="list-style-type: none"> • Job Search/Interviewing Skills Workshop: 11am-Noon, Tracy Gaines Building auditorium. The workshop will be streamed live to the other campuses (locations TBD) • Ash Wednesday </div>	
<div>Thurs, February 14</div> <div> <ul style="list-style-type: none"> • Classes begin for 10-week flex term • Valentine's Day </div>	
<div>Fri, February 15</div>	
<div>Sat, February 16</div> <div> <ul style="list-style-type: none"> • Central Campus/Cherokee County Campus Library open 9am-1pm </div>	

Sun, February 17	
Mon, February 18	<ul style="list-style-type: none">• Last day to drop classes for first 7.5-week term• Presidents Day
Tues, February 19	
Wed, February 20	<ul style="list-style-type: none">• Last day to receive 100% refund for 10-week flex term
Thurs, February 21	
Fri, February 22	<ul style="list-style-type: none">• Deadline for spring/summer 2013 graduation applications
Sat, February 23	<ul style="list-style-type: none">• Central Campus/Cherokee County Campus Library open 9am-1pm

<div>Sun, February 24</div>	
<div>Mon, February 25</div> <div> <ul style="list-style-type: none"> Last day to receive 75% refund for 10-week flex term </div>	
<div>Tues, February 26</div>	
<div>Wed, February 27</div> <div> <ul style="list-style-type: none"> Last day to receive 50% refund for 10-week flex term </div>	
<div>Thurs, February 28</div> <div> <ul style="list-style-type: none"> Last day of class for first 7.5-week term (exams) Second payment due for the late-start term payment plan </div>	
<div>Fri, March 1</div>	
<div>Sat, March 2</div> <div> <ul style="list-style-type: none"> Central Campus/Cherokee County Campus Library open 9am-1pm </div>	

Sun, March 3	
Mon, March 4	
Tues, March 5	
Wed, March 6	
Thurs, March 7	
Fri, March 8	
Sat, March 9	

<div>Sun, March 10</div>	
<div>Mon, March 11</div> <ul style="list-style-type: none"> • Last day to receive 50% refund for second 7.5-week term • Third payment due for spring (full) semester payment plan 	
<div>Tues, March 12</div> <ul style="list-style-type: none"> • Career Fair: 9:30am-Noon, Student Services Building, Commissioners Dining Room (lower level) 	
<div>Wed, March 13</div> <ul style="list-style-type: none"> • Last day for Return to Title IV for spring (full) term 	
<div>Thurs, March 14</div>	
<div>Fri, March 15</div> <ul style="list-style-type: none"> • Financial aid refund checks mailed for spring semester 	
<div>Sat, March 16</div> <ul style="list-style-type: none"> • Central Campus/Cherokee County Campus Library open 9am-1pm 	

Sun, March 17

- St. Patrick's Day

Mon, March 18

- Summer semester textbooks available for purchase

Tues, March 19

Wed, March 20

- First day of spring

Thurs, March 21

- Third payment due for late-start term payment plan

Fri, March 22

Sat, March 23

- Central Campus/Cherokee County Campus Library open 9am-1pm

<div>Sun, March 24</div> <div> <ul style="list-style-type: none"> Last day for Return to Title IV for 10-week flex term </div>	
<div>Mon, March 25</div> <div> <ul style="list-style-type: none"> Registration begins for summer 2013 Fall semester booklist and adoptions distributed to the department chairs </div>	
<div>Tues, March 26</div> <div> <ul style="list-style-type: none"> Passover </div>	
<div>Wed, March 27</div>	
<div>Thurs, March 28</div>	
<div>Fri, March 29</div> <div> <ul style="list-style-type: none"> Good Friday </div>	
<div>Sat, March 30</div> <div> <ul style="list-style-type: none"> Central Campus/Cherokee County Campus Library open 9am-1pm </div>	

Sun, March 31

- Last day for Return to Title IV for second 7.5-week term
- Easter

Mon, April 1

- Book Inn closed for inventory
- Spring Break - no classes
- April Fool's Day

Tues, April 2

- Book Inn closed for inventory
- Last day to drop classes for spring (full) semester
- Spring Break - no classes

Wed, April 3

- Book Inn closed for inventory
- Spring Break - no classes

Thurs, April 4

- Book Inn closed for inventory
- Spring Break - no classes

Fri, April 5

- Book Inn closed for inventory
- Spring Break - no classes

Sat, April 6

- Central Campus/Cherokee County Campus Library closed.
- Spring Break - no classes

Sun, April 7	
Mon, April 8	
Tues, April 9	
Wed, April 10	
Thurs, April 11	
<ul style="list-style-type: none"> • Last day to drop classes for 10-week flex term 	
Fri, April 12	
Sat, April 13	
<ul style="list-style-type: none"> • Central Campus/Cherokee County Campus Library open 9am-1pm 	

Sun, April 14	
Mon, April 15	
• Last day to drop classes for second 7.5-week term	
Tues, April 16	
Wed, April 17	
Thurs, April 18	
Fri, April 19	
Sat, April 20	
• Central Campus/Cherokee County Campus Library open 9am-1pm	

<div>Sun, April 21</div>	
<div>Mon, April 22</div> <div> <ul style="list-style-type: none"> Earth Day </div>	
<div>Tues, April 23</div>	
<div>Wed, April 24</div>	
<div>Thurs, April 25</div>	
<div>Fri, April 26</div>	
<div>Sat, April 27</div> <div> <ul style="list-style-type: none"> Central Campus/Cherokee County Campus Library open 9am-1pm </div>	

Sun, April 28	
Mon, April 29	
<ul style="list-style-type: none">• Last day of classes for spring (full) semester• Last day of classes for 10-week flex term• Last day of classes for second 7.5-week term (exams)• Fall semester booklist and adoptions due to Book Inn	
Tues, April 30	
<ul style="list-style-type: none">• Spring semester (full), second 7.5-week term and second 10-week term class exams (see pages 131-132 for schedule)	
Wed, May 1	
<ul style="list-style-type: none">• Spring semester (full), second 7.5-week term and second 10-week term class exams (see pages 131-132 for schedule)• Book Inn textbook buyback, 9am - 6 pm• Book Inn hours, 8am-5pm	
Thurs, May 2	
<ul style="list-style-type: none">• Spring semester (full), second 7.5-week term and second 10-week term class exams (see pages 131-132 for schedule)• Book Inn textbook buyback, 9am - 6 pm• Book Inn hours, 8am-5pm	
Fri, May 3	
<ul style="list-style-type: none">• Spring semester (full) and second 7.5-week term FRI and SAT class exams (see pages 133-134 for schedule)• Book Inn textbook buyback, 8:30am-1pm• Book Inn hours, 8:30am-1pm	
Sat, May 4	
<ul style="list-style-type: none">• Central Campus/Cherokee County Campus Library open 9am-1pm	

[illegible]

<div>Sun, May 12</div> <div><ul style="list-style-type: none">Mother's Day</div>	
<div>Mon, May 13</div> <div><ul style="list-style-type: none">On-site registration for summer semester 2013, Cherokee County Campus, 9am - 6pmOn-site registration for summer semester 2013, Union Campus, 9am - 1pmBook Inn hours, 8:30am - 6pmFinancial aid students may begin purchasing textbooks at the Book Inn for summer</div>	
<div>Tues, May 14</div> <div><ul style="list-style-type: none">On-site registration for summer semester 2013, Central Campus, 8:30am - 7pmOn-site registration for summer semester 2013, Tyger River Campus, 9am-7pmBook Inn hours, 8:30am - 7pm</div>	
<div>Wed, May 15</div> <div><ul style="list-style-type: none">On-site registration for summer semester 2013, Central Campus, 8:30am - 7pmFederal Work Study contract ends for spring semesterBook Inn hours, 8:30am - 7pm</div>	
<div>Thurs, May 16</div> <div><ul style="list-style-type: none">On-site registration for summer semester 2013, Central Campus, 8:30am - 5pmDeletion of non-paid students at 5pmBook Inn hours, 8:30am - 5pm</div>	
<div>Fri, May 17</div> <div><ul style="list-style-type: none">Late registration fees begin for summer semester 2013Late registration for summer semester 2013, 8:30am - 5pmBook Inn hours, 8:30am - 5pm</div>	
<div>Sat, May 18</div> <div><ul style="list-style-type: none">Armed Forces Day</div>	

<div>Sun, May 19</div>	
<div>Mon, May 20</div> <div> <ul style="list-style-type: none"> • Classes begin for summer (full) semester • Classes begin for first 5-week term • Book Inn hours, 8am - 6pm </div>	
<div>Tues, May 21</div> <div> <ul style="list-style-type: none"> • Last day to receive 100% refund for first 5-week term • Book Inn hours, 8am - 6pm </div>	
<div>Wed, May 22</div> <div> <ul style="list-style-type: none"> • Book Inn hours, 8am - 6pm </div>	
<div>Thurs, May 23</div> <div> <ul style="list-style-type: none"> • Last day to receive 75% refund for first 5-week term • Book Inn hours, 8am - 6pm </div>	
<div>Fri, May 24</div> <div> <ul style="list-style-type: none"> • Book Inn hours, 9am - 1pm </div>	
<div>Sat, May 25</div>	

Sun, May 26	
Mon, May 27	<ul style="list-style-type: none">• Spring graduates' awards available for pickup in the records office• Memorial Day. College closed. No classes.
Tues, May 28	<ul style="list-style-type: none">• Spring graduates' awards available for pickup in the records office• Last day to receive 100% refund for summer (full) semester• Last day to receive 50% refund for first 5-week term
Wed, May 29	<ul style="list-style-type: none">• Spring graduates' awards available for pickup in the records office
Thurs, May 30	<ul style="list-style-type: none">• Spring graduates' awards available for pickup in the records office• Last day to receive 75% refund for summer (full) semester
Fri, May 31	<ul style="list-style-type: none">• Deadline to apply for summer graduation
Sat, June 1	

<div>Sun, June 2</div>	
<div>Mon, June 3</div> <ul style="list-style-type: none"> Summer FlexStart term begins Last day to receive 50% refund for summer (full) semester Spring graduates' awards mailed 	
<div>Tues, June 4</div> <ul style="list-style-type: none"> Last day to receive 100% refund for FlexStart term 	
<div>Wed, June 5</div>	
<div>Thurs, June 6</div> <ul style="list-style-type: none"> Last day to receive 75% refund for FlexStart term 	
<div>Fri, June 7</div> <ul style="list-style-type: none"> Last day for Return to Title IV for first 5-week term 	
<div>Sat, June 8</div>	

Sun, June 9	
Mon, June 10	<ul style="list-style-type: none">• Last day to receive 50% refund for FlexStart term• Second payment due for summer (full) term payment plan
Tues, June 11	
Wed, June 12	<ul style="list-style-type: none">• Last day to drop classes for first 5-week term
Thurs, June 13	
Fri, June 14	
Sat, June 15	

<div>Sun, June 16</div> <div> <ul style="list-style-type: none"> Father's Day </div>	
<div>Mon, June 17</div>	
<div>Tues, June 18</div>	
<div>Wed, June 19</div>	
<div>Thurs, June 20</div> <div> <ul style="list-style-type: none"> Last day of class for first 5-week term First 5-week term MTWTH class exams, regular class time Last day for Return to Title IV for FlexStart term Second payment due for late-start semester payment plan </div>	
<div>Fri, June 21</div> <div> <ul style="list-style-type: none"> Federal Work Study requests due for July 1-31 employment </div>	
<div>Sat, June 22</div>	

Sun, June 23	
Mon, June 24 <ul style="list-style-type: none"> • Classes begin for second 5-week term 	
Tues, June 25 <ul style="list-style-type: none"> • Last day to receive 100% refund for second 5-week term • Last day to purchase textbooks using financial aid for summer • Financial aid refund checks mailed for summer 	
Wed, June 26 <ul style="list-style-type: none"> • Last day to drop classes for summer FlexStart 	
Thurs, June 27 <ul style="list-style-type: none"> • Last day to receive 75% refund for second 5-week term 	
Fri, June 28 <ul style="list-style-type: none"> • Last day to Return to Title IV for summer (full) semester 	
Sat, June 29	

<div>Sun, June 30</div> <ul style="list-style-type: none"> Federal Work Study contract ends for summer 	
<div>Mon, July 1</div> <ul style="list-style-type: none"> Deadline to apply for fall 2013 scholarships Last day to receive 50% refund for second 5-week term 	
<div>Tues, July 2</div>	
<div>Wed, July 3</div> <ul style="list-style-type: none"> Last day of classes for summer FlexStart Summer FlexStart MTWTH class exams, regular class time (schedule on pg. 134) Financial aid refund checks mailed for summer 	
<div>Thurs, July 4</div> <ul style="list-style-type: none"> Independence Day Holiday. College closed. No classes. 	
<div>Fri, July 5</div> <ul style="list-style-type: none"> Independence Day Holiday. College closed. No classes. 	
<div>Sat, July 6</div> <ul style="list-style-type: none"> Independence Day Holiday. College closed. No classes. 	

<div>Sun, July 7</div> <div><ul style="list-style-type: none">Independence Day Holiday. College closed.</div>	
<div>Mon, July 8</div> <div><ul style="list-style-type: none">Last day to drop classes for summer (full) semester</div>	
<div>Tues, July 9</div> <div></div>	
<div>Wed, July 10</div> <div><ul style="list-style-type: none">Third payment due for summer (full) semester payment planThird payment due for late-start term payment plan</div>	
<div>Thurs, July 11</div> <div></div>	
<div>Fri, July 12</div> <div><ul style="list-style-type: none">Last day for Return to Title IV for second 5-week term</div>	
<div>Sat, July 13</div> <div></div>	

Sun, July 14	
Mon, July 15	
Tues, July 16 <div> • Last day to drop classes for second 5-week term </div>	
Wed, July 17	
Thurs, July 18	
Fri, July 19	
Sat, July 20	

Sun, July 21	
Mon, July 22	
Tues, July 23	
Wed, July 24	<ul style="list-style-type: none">• Summer semester (full) MW class exams, regular class time (schedule on pg. 134)
Thurs, July 25	<ul style="list-style-type: none">• Book Inn textbook buyback; 9am - 6pm• Last day of classes for summer (full) semester• Summer semester (full) TTH class exams, regular class time (schedule on pg. 134)• Last day of classes for second 5-week term• Second 5-week term MTWTH class exams, regular class time (schedule on pg. 134)
Fri, July 26	<ul style="list-style-type: none">• Book Inn textbook buyback, 8:30am - 1pm
Sat, July 27	

Sat, August 3

Sun, August 4	
Mon, August 5	
Tues, August 6	
Wed, August 7	
Thurs, August 8	
Fri, August 9	
Sat, August 10	

Sun, August 11	
Mon, August 12	
Tues, August 13	
Wed, August 14	
Thurs, August 15	
Fri, August 16	
Sat, August 17	

Sun, August 18	
Mon, August 19	
Tues, August 20	
Wed, August 21	
Thurs, August 22	
Fri, August 23	
Sat, August 24	

Sun, August 25	
Mon, August 26	
Tues, August 27	
Wed, August 28	
Thurs, August 29	
Fri, August 30	
Sat, August 31	

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



SPARTANBURG
COMMUNITY
COLLEGE

Student Handbook

July 2012-August 2013

About the College

Accreditations

Spartanburg Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Spartanburg Community College.

The College offers programs accredited by the following:

- Association of Collegiate Business Schools and Programs (ACBSP)
- Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700
- Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, (312) 553-9355
- Commission on Dental Accreditation, American Dental Association
- National Accrediting Agency for Clinical Laboratory Sciences, P.O. Box 75634, Chicago, Illinois 60675-5634, (773) 714-8880, www.naacls.org
- National Automotive Technicians Education Foundation - Automotive Service Excellence
- Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: mail@jrcert.org
- American Society of Health-System Pharmacists
- The American Culinary Federation
- National Association for the Education of Young Children, 1313 L Street NW, Washington, D.C. 20005, www.naeyc.org
- Commission on Accreditation of Respiratory Care, 1248 Harwood Road, Bedford, TX 76021, www.coarc.com
- South Carolina Department of Labor, Licensing and Regulation Board of Nursing (This board is a certifying board for approval of offering the program. It is not an accrediting agency.)
- The National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, (703) 352-4971

College Vision

To change the lives and build the futures of our students and to be a catalyst for economic development through innovation, collaboration and excellence in educational programs and services.

College Mission

Spartanburg Community College (SCC) provides affordable access to high-quality technical, transfer and lifelong professional and personal development programs in a teaching and learning environment that prepares students for success. The College is a key community partner in advancing the Upstate's economy.

College Role & Scope

Spartanburg Community College is a public, two-year, multi-site, suburban college serving the citizens and communities of Cherokee, Spartanburg and Union Counties of South Carolina. SCC implements its mission through programs, services and partnerships that include:

College Credit Programs

SCC serves 7,000 to 10,000 credit students annually through classroom, hybrid and e-learning courses leading to associate degrees, diplomas and certificates designed for direct job placement, as well as associate degrees designed for transfer to four-year colleges and universities.

Corporate and Community Education Programs

SCC delivers catalog and customized short-term courses to 10,000 to 14,000 students annually. The College also provides professional and career advancement programs and courses to business, industry, health care and government agencies. Non-credit courses for personal enrichment are also offered.

Student Development Programs and Services

SCC readies students unprepared for college courses to enter a program of study that builds academic skills and self-confidence. The College also offers a wide variety of student support services to nurture students' academic, personal and professional growth.

Economic Development Services

SCC proactively seeks to promote business growth in the service area through its Center for Business and Entrepreneurial Development.

College Values

Learning

We believe in the worth of individuals and their potential for growth and development. We encourage students to reach their highest potential by helping them acquire a strong work ethic and by promoting a desire for lifelong learning. We build a community of learners who are prepared for employment and/or further education.

Excellence

We believe in the quality of our teaching and learning. We are innovative and continuously search for ways to improve our programs, services, and operations. We develop the professional potential of faculty and staff so that we uphold high academic and customer service standards. We recognize merit in both students and employees.

Diversity

We believe in the necessity of access to programs and services for the diverse populations we serve. We appreciate their perspectives and experiences. We encourage each person to learn at the highest levels of achievement through a variety of programs in a variety of formats. We practice teamwork and effective communication while maintaining a climate of mutual trust, and respect and fairness.

Partnerships

We believe in the strength of community. We instill a sense of college pride in students. We build strong alliances with other educational institutions, employers, organizations and communities to enhance opportunities for our students and to improve the quality of life. We participate in the community's growth and development, and encourage faculty and staff to serve as leaders and role models.

Accountability

We believe in the power of responsibility. We stress students' active role in their own learning, growth and development. We give employees responsibility for job performance. We strive to be cost effective and efficient in providing quality education and services to our students and communities. We actively seek additional resources to meet student and community needs.

Student Outcomes

When students graduate from Spartanburg Community College, they must possess the knowledge, skills, and attitudes necessary to successfully secure a job or pursue a career. At a level appropriate to their area of study, graduates of an associate degree program at the College will be able to demonstrate

1. rationality, logic, and coherence, through critical thinking;
2. their ability to express themselves effectively in written and oral communication;
3. their ability to express themselves effectively in quantitative and qualitative terms;
4. their knowledge of the value and significance of diverse cultures;
5. their knowledge of global, political, social, economic, and historical perspectives; and
6. their ability to access, retrieve, synthesize, and evaluate information.

Additionally, graduates will demonstrate student learning outcomes specific to their program of study.

Corporate & Community Education (C&CE) Division

The Corporate & Community Education Division at Spartanburg Community College provides non-credit training to adult citizens of Spartanburg, Cherokee and Union counties in South Carolina to advance and support the economic development of the area. Training is available to citizens 17 years of age and older. Nationally recognized Continuing Education Units (CEU's) are granted to students who successfully complete occupational development courses.

Training is provided to meet various customer needs:

- Occupational Advancement
- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training
- Certification Review
- Personal Development and Enrichment
- Assessment and High Stakes Certification Testing

Student learning is the focus of the Corporate & Community Education Division. Multiple instructional modes are provided for students to maximize learning. Student goal achievement is measured through student evaluation or competency assessment.

Spartanburg Community College Foundation

The Spartanburg Community College Foundation's purpose is to provide support for the advancement of the College's mission. The SCC Foundation provides funds for student scholarships, faculty and staff development, curriculum upgrades, and capital improvements. Additional support is provided to the College through loans, gifts, and services. The Foundation also provides real property in support of campus growth.

As a 501(c)(3) tax-exempt organization, the SCC Foundation seeks and accepts gifts and contributions to support the College's mission.

The Foundation is home to the SCC Alumni Association which actively keeps SCC graduates connected to their alma mater.

Miscellaneous Information

Consumer Information

Write to the office of the vice president of student affairs at SCC for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Catalog contents are subject to change.

English Fluency of Faculty

It is the policy of Spartanburg Community College to employ means to ensure that faculty members whose first language is other than English possess adequate proficiency in writing and speaking the English language. Further, provisions will be made to allow for grievance procedures for students regarding the English fluency of an instructor. Contact the vice president of student affairs for specific procedures.

Facility Services at SCC

Spartanburg Community College offers campus facilities as prime meeting space to local businesses, professional organizations and individuals. Services include accommodations and audio visual services. To schedule an event at Spartanburg Community College contact the following locations:

Central Campus – (864) 592-4647

Cherokee County Campus – (864) 206-2802

Tyger River Campus – (864) 592-6206

Union County Advanced Technology Center – (864) 466-1060

HEOA (Higher Education Opportunity Act) Institution Disclosure Information

Information about the academic and educational training programs at Spartanburg Community College is available on the College's website (www.sccsc.edu), the current catalog and in each of the academic departments on the College's central campus in Spartanburg. Additional information to include related instructional, laboratory, physical plant facilities; full-time, part-time faculty and other instructional personnel; clinical rotation sites, internships and field placements is available in each of the academic departments.

Non-Discrimination Statement

Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin, or disability in its admission policies, programs, activities or employment practices. In compliance with Title IX of the Education

Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, Spartanburg Community College offers access and equal opportunity in its admission policies, programs, activities or employment practices to individuals with disabilities. No otherwise qualified individual will be denied access or opportunity on the basis of a disability. Students needing accommodations may contact Geraldine Brantley, director of student disability services at (864) 592-4818 or call (864) 592-4748 for TDD. The ADA/Section 504 Coordinator and EEO/Title IX coordinator is Rick Teal, SCC director of human resources, (864) 592-4706. They can be reached the SCC central campus, P.O. Box 4386, Spartanburg, S.C. 29305.

Notice of Student Responsibility

The information contained in this Catalog does not constitute a contract between Spartanburg Community College and its students or applicants for admission or any other person. Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information or statement in this catalog. You may view the College's website at www.sccsc.edu for current or the most up to date information.

Postmaster Information: 2012-2013 College Catalog, published March 2012, Spartanburg Community College, Post Office Box 4386, Spartanburg, S.C. 29305

Student-Right-To-Know

As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Community College's graduation rate for the 2007 cohort year is 9.4%, and transfer-out rate for 2007 cohort year is 12.1%. It is important to note that the SRTK is a "cohort" study. It identifies the students who are first-time, full-time, and degree-seeking in the fall semester of the cohort year. The graduation rate is the percentage of students in the cohort who graduate within 150% of the expected time to graduation (typically within three years for a two-year program). While SRTK has merit in that it provides a standardized measure of effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

The 4-year Average Student-Right-To-Know Completion or Graduation Rate Calculation for Spartanburg Community College is 12%.

The 4-year Average Student-Right-To-Know Transfer-out Rate is 9%.

* Information at the time of printing of this publication.

Services to Students with Disabilities: SCC complies fully with section 504 of the 1973 Vocational Rehabilitation Act and the American with Disabilities Act of 1990. Students needing accommodations may contact the Geraldine Brantley, director of student disability services at (864) 592-4818 or (864) 592-4748 for TDD or visit the office in the East Building, room E-30B. The ADA/Section 504 Coordinator and EEO/Title IX coordinator is Rick Teal, SCC director of human resources who can be contacted at (864) 592-4706 (voice and TDD).

Transfer Officer: Celia Bauss, SCC registrar, can be contacted at (864) 592-4754.

World Wide Web Address: Spartanburg Community College's home page address is www.sccsc.edu.

Student Handbook Definitions

Academic Advising

Academic advising is a process in which the student and assigned academic advisor meet to help establish goals which are consistent with the student's career, academic and personal needs. It is recommended that each student meet with his/her advisor prior to registering for the next term.

Academic advisors maintain scheduled office hours during each term. Any student who needs to change a class schedule, drop or add a course, withdraw from the College, or ask any additional questions about courses should contact their assigned academic advisor.

Academic Computer Services

Internet access is provided as an additional research resource to students. Use of the Internet should be consistent with the philosophy, goals and objectives of the College as an educational and socially responsible institution within the community. Individuals abusing this resource are subject to the normal disciplinary action. Broad areas of abuse include, but are not limited to, criminal activity, personal profit, displaying harassing or obscene material and copyright violations. Access to the Internet is a finite resource and can be limited by the College as it deems necessary.

Academic Dishonesty (See Student Code)

Academic Dishonesty Policy

Special Accommodations for Sensory-Impaired Students

The Academic Dishonesty Policy of the Student Code of Spartanburg Community College applies to students with disabilities with the following clarifications:

Definition clarification for both visually and hearing impaired:

The student cannot ask the reader/interpreter to further clarify test questions. All questions relative to the test must be directed to the instructor of the course.

Definition clarification for visually impaired students only:

The visually impaired student may ask the reader for a literal description of charts, graphs or visual displays. The student may not ask the reader for any interpretation of charts, graphs or visual displays. The literal description must not be worded so as to divulge the answer to the test questions.

Assistance visually impaired students may request relative to classroom assignments includes:

1. Listing specific resources by title to be obtained by a reader/assistant.
2. Converting written material to usable form for the visually impaired students to include reading the material, taping the content of the material, brailleing the material or displaying the material in large print.
3. Converting completed brailled, dictated or large print documents to standard print documents.

The following actions taken by a visually impaired student are considered to be in violation of the academic dishonesty policy relative to "collusion":

1. Directing a reader or any other person to research a subject that is to be completed for credit.
2. Directing a reader or any other person to identify and interpret topics from research materials to be included in work completed for credit.
3. Directing a reader or any other person to critique or correct an assignment for credit where such input directly addresses the criteria on which the assignment will be graded and/or significantly alters the student's work.

Academic Standards of Progress

To remain in good standing (meeting the minimum term GPA requirement) a student enrolled in curriculum classes must maintain a term and cumulative grade point average (GPA) of 2.0. Students who fall below this standard will be subject to institutional intervention strategies.

Student academic standings are assessed and updated at the end of each term of enrollment. Grade changes received after the academic standings have been determined are not assessed until the end of the next term of enrollment. Any exceptions (ex. documented extenuating circumstances) will be reviewed on a case-by-case basis.

Intervention Strategies:

Notification – A student is notified in writing by the Vice President of Student Affairs of his or her academic warning, academic probation and academic suspension status when his/her term GPA falls below 2.0. Under performing students are encouraged to meet with his/her advisor or an Early Alert Counselor to develop written strategies to improve their academic performance except when returning from academic suspension where the recommendation is a mandatory requirement.

Academic Warning – Students whose term GPA is less than 2.0 after the academic warning will be placed on academic probation for the next term of enrollment. Students whose term GPA is 2.0 or higher after the academic warning but have a program GPA less than 2.0 will remain on academic warning. Students whose term GPA is 2.0 or higher after the academic warning term and have a program GPA of 2.0 or higher will be removed from academic warning.

Academic programs with additional academic requirements publish those requirements in the departmental handbook that is provided to students upon enrollment.

Academic Probation – Students whose term GPA is less than 2.0 after academic probation will be placed on academic suspension. Students whose term GPA is 2.0 or higher after the academic probation term but have a program GPA less than 2.0 will remain on academic probation. Students whose term GPA is 2.0 or higher after academic probation and have a program GPA of 2.0 or higher will be removed from academic probation.

Academic Suspension – Students removed from academic suspension and allowed to register are placed on academic probation and are subject to academic suspension again if they fail to earn at least a 2.0 term GPA during the next period of enrollment.

Add/Drop Period

The add/drop period is the first five instructional days of the fall, spring and full summer terms. The add/drop period for the FlexStart terms in the fall and spring and the summer is the first two-three (2 – 3) instructional days of the term, depending on the term. During the add/drop period students may drop courses without academic penalty and students may add only courses that have not yet met. Admittance to courses that have already met (including hybrid and online) is at the discretion of the department chair. Students who register for a course but who do not attend a face-to-face class or log into and actively participate in an online course before the published deadline will be dropped from the course for not attending. No grade will be assigned for courses dropped for no attendance and a full refund of tuition excluding the enrollment fee will be processed. Courses dropped during the add/drop period will not appear on transcripts. Students may be reinstated in a class at the discretion of the department chair. During the first 75 percent of the course, a student may drop a class through WebAdvisor or go to the student records office to complete a drop form. A grade of W will be awarded. A student or an instructor cannot initiate a drop during the last 25 percent of the course except in extenuating circumstances, with documentation approved by the appropriate department chair and academic dean. Go to the SCC website (www.sccsc.edu, Quicklinks – Transcripts & Records) to review the drop procedure for students.

Advising Center

Services offered at SCC's Advising Center include:

- Academic advising for students enrolled in zero-level transitional studies courses. New (first semester) associate of arts and associate of science students, and new **certificate of health science students** for the following programs: early childhood development, expanded duty dental assisting, health unit coordinating, medical assisting, medical terminology, nursing, phlebotomy, pharmacy technician, pre-occupational therapy assistant, pre-physical therapy assistant, radiography, respiratory care, surgical technology and therapeutic massage.
- Guidance along academic and career paths commensurate with students' abilities, interest and values.
- Help with determining short-term and long-term educational and career goals.
- Career exploration information and information about the College's programs.
- Assistance with course selection, scheduling, and long-term academic planning.
- Information about the College's academic policies and procedures.
- Orientation to College life to help students receive the maximum benefit from their college experience.
- Course schedule development and WebAdvisor training.
- Location: East Building, Room E-1; Telephone: (864) 592-4990

AIM Center

The Carl D. Perkins Career and Technology Improvement Act 2006 (Perkins IV) funds the AIM Center. All programs that are offered under this agreement assist students who are economically disadvantaged, students of limited English proficiency, single parents (including single pregnant women), and students with disabilities or students enrolled in non-traditional programs to succeed through supportive services. These services include personal and career counseling and financial assistance for childcare, books, educational supplies and city bus tickets. These services are available at the Central Campus, Cherokee County Campus, Tyger River Campus, and Union Campus.

Alcohol and Drugs

Spartanburg Community College students are not allowed to possess, use or distribute on campus or at off-campus affiliated sites any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the state of South Carolina. Also, students cannot possess, use or distribute on campus or at off-campus affiliated sites any beverage containing alcohol. Each student will receive a brochure concerning activities and services that the College provides to assist students who may encounter problems related to drug or alcohol abuse.

Alerts – Campus Closings and Emergency Notifications

Important information in the event of an emergency or unexpected event (such as campus closings and delays) is posted on the SCC website as soon as possible. Alerts appear on the home page, and details are available at www.sccsc.edu/alert, and by phone at (864) 592-4325. Text message alerts to mobile phones are available by signing up to follow SCC911 via Twitter at www.twitter.com/SCC911 (instructions are on the SCC website). SCC administration manages this information.

Alumni Association

The Spartanburg Community College Alumni Association's purpose is to provide support for Spartanburg Community College and its Foundation. Activities associated with the SCC Alumni Association include: Alumni Amphitheater/Garden Railroad personalized brick campaign, association membership drive and bottled water sales featuring the Spartanburg Community College Alumni Association logo.

Application Fee Payment

A \$25 non-refundable application fee must be paid by all applicants to the College before the application is processed. Students who are not enrolled at SCC for three consecutive semesters (including summer) must reapply to the College and pay the application fee prior to acceptance. See www.sccsc.edu/admissions/apply for additional information.

Appeals

The Student Grievance Procedure of South Carolina Technical Colleges sets forth the procedure for students to follow to appeal a disciplinary ruling of the institution or to appeal academic matters (see "Grade Correction" on page 86).

Auditing a Course

Auditing a course allows a student to attend a course without receiving credit. Students may not change status (credit to audit or audit to credit) after the add/drop period. Students who previously audited a course must register for and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Students auditing a course pay the same fees as a student taking the same course for credit. Courses that include clinical rotations, practicums, etc., in the Health and Human Services Division cannot be audited.

Blackboard

Blackboard is an electronic course system used by the College to offer online courses and provide only supplements to other classes. It provides students access via the Internet to course materials, syllabi, calendars and learning modules and allows them interaction with the instructor and classmates through chat, e-mail and online discussions. The SCCOnline office provides technical support, orientation and training for students and faculty who use Blackboard.

For technical support, contact SCCOnline at (864) 592-4899 (day), (864) 592-4898 (night), 1-888-364-9080 (toll free) or e-mail to webstadmin@sccsc.edu.

Bookstore (The Book Inn)

The Book Inn is located in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 9:00 a.m. – 6:00 p.m. and Friday from 9:00 a.m. – 1:00 p.m. The purpose of the Book Inn is to provide the required text material and supplies to support the academic programs of the College. The Book Inn offers textbooks, school supplies, laptop computers, culinary and nursing uniforms, as well as a selection of greeting cards, college logo sportswear, bookbags, gift items and other supplies needed for all programs. For refund policies, program supply costs, and to order online, visit our website at www.sccsc.edu/BookInn. For textbook prices, go to www.sccsc.edu/resoruces/bookstore, click on the section Booklist for (term) and perform the search based on the course number.

The Book Inn can special order textbooks (such as supplemental text) for students. Orders must be paid for in advance.

The Book Inn also offers a used book program to provide students with used textbooks whenever possible. During college exam days, a representative is available in the bookstore to purchase textbooks from students, providing up to 50 percent of new textbook value.

Book Inn Refund Policy - Full refunds will be made within 10 days after purchase, provided books are in new condition and are accompanied by the cash register receipt. During pre-registration, this refund period is extended. Absolutely no refunds will be made without a cash register receipt. Laptop computer purchases are non-returnable to the bookstore and have a one year out-of-the-box warranty from the manufacturer who will provide appropriate service. An extended laptop warranty may be purchased from the manufacturer. Defective merchandise may be returned for a full refund or exchange if the request is made within 15 days from date of purchase. Electronic items returned for exchange or refund must be accompanied by the original sales receipt, the carton, warranty and instruction papers.

SCCTyger River Campus Bookstore – There is also a bookstore at SCCTyger River Campus that offers all textbooks for classes held at this campus, along with a variety of supplies and SCC logo items. Normal operating hours are Monday through Thursday from 8:00 a.m. until 5:00 p.m. and Friday from 8:00 a.m. until 1:30 p.m., and the phone number is (864) 592-6230.

Bulletin Boards

Bulletin boards and/or designated posting areas are provided on Spartanburg Community College campuses to advertise approved college and community-sponsored events and activities, SCC student and employee classifieds, and college-wide announcements. Flyers are not allowed on walls, windows, doors, restroom stalls, vehicles or other campus locations unless otherwise pre-approved by the Student Life Office. All items must be reviewed and approved by the designated Student Life representative on each campus. Bulletin board posting guidelines, board locations and representatives granting review and approval to post items are available in the following offices:

Central Campus: Leslie Cagle (864) 592-4752, caglel@scsc.edu, Student Services Building, Room 159

Cherokee County Campus: Cynthia Duncan, (864) 206-2700, duncanc@scsc.edu, Harvey S. Peeler, Jr. academic building, Room 125

Tyger River Campus: Leanne Burkhead, (864) 592-6206, burkheadl@scsc.edu, Tyger River Building, Room 206

Union County Advanced Technology Center: Mary Beth Griffin, (864) 466-1060, griffinm@scsc.edu, Room 113

Campus Crime Awareness

SCC Campus Police - Campus safety and security is coordinated by the SCC Campus Police. SCC Campus Police can be reached at 592-4911 or on the Cherokee County Campus at 206-2711. All safety/security incidents should be reported to this office.

Campus Security Force - Twenty-four hour-a-day campus security is contracted to an outside security agency. All officers are registered with the South Carolina Law Enforcement Division. Under South Carolina Code Law, Title 40, Chapter 17 these officers have the same authority and power as sheriffs to make an arrest of any persons violating or charged with violating any criminal statutes of this state. SCC campus police and contracted security force are armed and conduct foot and vehicular patrols on the campus. All officers carry portable radio-telephones which put them in direct contact with county police, fire, rescue and EMS.

Alcoholic beverages, illegal drugs, firearms, or dangerous weapons of any type are not permitted on campus. Potential criminal actions or other emergencies on campus can be reported directly to SCC campus police by students, faculty, staff and visitors by dialing campus extension 4911 or 592-4911 from outside campus or on the Cherokee County Campus by dialing extension 2711 or 206-2711 from outside campus. Upon receipt of a call, security or campus police will respond immediately to the complaint.

SCC continually plans for the safety and security of students. Information concerning campus safety is communicated to students and employees regularly through bulletins, posters, brochures and e-mail. The physical plant department maintains the College's buildings and grounds with a concern for safety and security. Physical plant's personnel inspect facilities regularly, make repairs affecting safety and security promptly, and respond immediately to reports of potential safety and security hazards such as broken windows and locks and outside lights. The campus is well lit with outside lighting, particularly in areas with heavy landscaping and trees and along pathways frequently traveled by students.

Student Responsibility - The cooperation and involvement of the students in a campus safety program are absolutely necessary. Students must assume responsibility for their own personal safety and the security of their belongings by taking simple, common sense precautions. For example, students should walk in well-lit areas at night. Bicycles and motorcycles should be registered with campus security and should be secured with a sturdy lock.

Students with cars must keep their vehicles locked at all times, and valuables should be locked in the trunk. Students should report any suspicious activity to the staff or security.

Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty/staff member, or employee to the SCC campus police by dialing extension 4911 or 592-4911 from outside the campus or on the Cherokee County Campus by dialing extension 2711 or 206-2711 from outside the campus.

Campus Safety and Security/Student Right-to-Know

The campus police chief, certified in law enforcement, first aid and CPR, coordinates campus police and security and monitors the handling/disposal of hazardous materials. The College's contracted security force provides 24-hour-per-day security. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Emergencies and criminal actions should be reported to the office of campus police at extension 4911 or 592-4911 or 2711 or (874) 206-2711 on the Cherokee County Campus.

The Student Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the campus police office and can be found on the SCC website (www.sccsc.edu/right and www.sccsc.edu/resources/safety).

Cellular Phones and Pagers/Beepers

Cellular phones, pagers and similar electronic devices are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior." For more information on the "classroom behavior" section of the student code, please refer to that section of the student handbook/calendar.

Center for Academic Progress and Support (CAPS)

The Center for Academic Progress and Support (CAPS) is an initiative to integrate and expand existing academic support services and instructional activities. CAPS service areas include the Advising Center, AIM Center and Student Disability Services.

Cherokee County Campus

SCC's Cherokee County Campus (CCC) is located at Highway 11 and I-85 in Gaffney, S.C. Both credit and non-credit courses are offered on the campus. Classes are offered in the day and evening. Non-credit Corporate & Community Education courses are offered at CCC to assist local business and industry in training and professional development and for personal interest and development. Contact the executive director at (864) 206-2702, or the administrative assistant at (864) 206-2700 for more information.

Classroom/Lab Conduct and Expectations

While there are many informal situations in which people have neither the desire nor the right to prescribe how others ought to behave, a college class/lab environment requires a higher level of courtesy than many people exercise in ordinary public places.

In an educational environment, each instructor has the responsibility to maintain a class/lab environment conducive to student learning. Discussion of all views relevant to the subject matter is recognized as necessary to the education process, but students do not have a right to infringe on the freedom of instructors to teach or the right of other students to learn. The College encourages students to express their opinions and ideas in an orderly manner, since a free exchange of views enhances the learning process. However, the College will not condone verbal combat or verbal abuse among students and instructors. Students are expected to comply with the Student Code. The instructor has an obligation to make students aware of rules for the class/lab and to inform students if they are violating these rules. If a student behaves disruptively in class, lab or field trip after the instructor has explained the unacceptability of such conduct; the instructor may dismiss the student and refer the matter to the vice president for student affairs or designee.

Spartanburg Community College, a higher education institution for adult learning, offers programs/courses designed for adult learners. It fosters a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, students must show respect for their instructors and for their fellow students. In other words, students are to conduct themselves maturely as they work toward achieving serious goals in an institution of higher learning.

Listed below are guidelines for class/lab behavior that the College has established to ensure that the learning environment is not comprised:

1. Attendance

Students are expected to be in class the entire class time. They should not enter late or leave early. Rare exceptions may be made, particularly in emergency circumstances, but students should be prepared to explain their tardiness to the instructor after class. Likewise, students should explain before class any need to leave early.

2. Absences

Students should inform the instructor in advance if they know they are going to miss class. They should reserve absences for emergencies. Also, students must take responsibility for finding out what material they missed and for getting assignments from other students. They should not expect that they will be allowed to make up work, such as quizzes or tests, after an absence. Instructors are not responsible for re-teaching materials students miss when they are absent.

3. Conversation

Students should not carry on side conversations in class (or pass notes).

4. Other Activities

Students should not work on other activities while in class. This includes homework for other courses or other personal activities.

5. Internet

In classes where Internet access is provided, students may use the Internet for valid, academic purposes only. They may not access other sites unrelated to the course.

6. Sleep

Students may not sleep in class; they are expected to be attentive and focused.

7. Attitude

Students are expected to maintain a courteous/civil attitude in class. They may not use inappropriate or offensive language, verbal or non-verbal, to convey their attitude regarding the course, the instructor, assignments or fellow students.

This includes, but is not limited to, making fun of others, disrupting class, shouting, slamming books, glaring, rolling eyes, speaking in a disrespectful tone of voice, or refusing to carry out assignments.

8. Profanity and Offensive Language

Students may not use profanity or offensive language in any public area (to include canteens/break areas) on campus.

9. Cell phones, pagers/beepers, MP3 Players, CD's and Headphones

Students may not receive or send telephone calls, text messages, or pages during class. They are responsible for turning off cell phones and beepers upon entering class. (An exception will be made for public service employees on call.)

Unless required for a course, MP3 players, CD's and headphones are not allowed in any class/lab at any time.

10. Guests and Children

Students may not bring unregistered friends or children to class.

11. Food, Drink, Tobacco Products

Food and/or drink may be allowable in class at the discretion of the instructor; however, use in lab areas may be more restrictive. It is the student's responsibility to ensure that any trash is disposed of properly.

No one may use tobacco products in any building at SCC. Smoking is allowed in designated areas only.

12. Physical Disruptions and/or Physical Altercation

No one may, under any circumstances, provoke or engage in physical altercations of any nature. This includes harassment, grandstanding or threats of any kind.

13. Individual Business

Students who need to speak privately with an instructor should not attempt to do so during the class period. Students are advised to make appointments with instructors during their scheduled office hours.

The guidelines listed above are not meant to be an exhaustive list. SCC developed this list to address some of the more commonly seen infractions. The College expects every student to conduct himself/herself in an appropriate manner. Violations will be referred to the vice president of student affairs for disciplinary action as deemed necessary.

Tips for Success

- Come to class/lab prepared to work. This includes bringing materials needed for class/lab (textbook, workbook, computer disks, writing materials, notebook, etc.)
- Take notes
- Complete assigned readings and other homework on time
- Contribute in class as appropriate
- Focus your attention on the subject at hand

Children on Campus

The College does not allow students' children to stay on campus or in classrooms while students are attending classes. Campus and/or community activities and events sponsored by the Spartanburg Community College student life office are not open to the public, including children of SCC students, faculty or staff, unless otherwise indicated on event announcements. Please refer to College Procedure II-90.1, Children in the Workplace and/or classrooms, for complete guidelines.

Class Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, clinicals, practica, internships, field trips and other class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing missed work if approved for late submission by instructors.

Tardiness

Students are tardy if not in class at the time the class is scheduled to begin. Students who are tardy are admitted to class at the discretion of the instructor.

Course syllabi and, if applicable, program handbooks reflect attendance and tardiness policies.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending class and fails to initiate a withdrawal will remain on the class roster. A student who does not complete an assignment, test, or final exam in the course will receive a zero for each missing grade and the final course grade will be calculated accordingly.

Absences for Religious Holidays

Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

(1) Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.

(2) Observance of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make up of activities and assignments.

Class Rings

Class rings may be ordered by graduates through the bookstore at anytime during the year. Additionally, a ring representative visits the campus each term to take student ring orders, often at substantial savings or discounts to the student. Notices to announce ring day are posted on bulletin boards and mailed to all students. A display of the class rings is always located in the bookstore. Graduation announcements may be ordered prior to graduation with the college ring representative approximately eight weeks prior to graduation.

Clubs (See Student Clubs/Organizations)

Counseling and Career Development

The College offers services to assist students to clarify life and career goals. Skills assessments, career assessments, and a variety of career resources are available to assist enrolled and prospective students with this important life task.

In addition, the office assists enrolled students in obtaining information about local workforce needs, with making realistic vocational choices, and with transitioning into the world of work by linking the College's academic and career programs to business and industry, disseminating information, via an online job bank, about full-time, part-time, internships, and summer jobs, as well as providing support for job-readiness skills, including resume writing, interview techniques, and job search skills. For more information, call (864) 592-4820 or access the website at www.sccsc.edu/cpp.

Copyright

Spartanburg Community College expects all members of its academic community, including students, to respect copyright and to adhere to the provisions of the United States Copyright Law (Title 17, United States Code and its subsequent amendments). Except as allowed by this code, it is a violation of law for persons to copy, distribute, perform, digitally transmit (in the case of sound recordings) or to create a new work based upon a copyrighted work without the permission of the copyright owner. Examples of

copyrighted works include printed materials, sound recordings, video recordings, visual art, computer software, multimedia and websites. Copyright infringement is a violation of College policy and can result in the imposition of discipline under the Student Code and Grievance Procedure. Copyright violations may also incur criminal and civil penalties.

For more information related to copyright and what types of uses are allowed, refer to the SCC copyright website at <http://online.sccsc.edu/copyright/>.

Course Overload Policy

Students may not normally enroll for more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department chair or academic dean. During the summer, students may not enroll in more than 15 total semester credit hours unless specifically required in their academic program. This total includes all classes taken during all summer terms in a single year. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department chair or academic dean. Students will be charged an overload fee for each hour taken above 15 credit hours per term, at an hourly rate based upon their residency status, as defined in the Registration and Enrollment Guide.

Dean's List

To qualify for the dean's list, students must:

- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- have earned a grade point average of 3.5 with no course grade lower than a "C". A grade of "I" automatically excludes students from the dean's list.

Emergencies

Health Services

As a nonresidential college, SCC expects students to secure medical services through their private physician. However, it is the policy of SCC to provide all students with basic accidental injury, accidental death and dismemberment insurance.

Accidental Injury & Illness

In case of an accident, students are to seek out medical treatment they feel necessary. The College does not provide emergency supplies or a first aid room. First aid kits are available in divisional offices, laboratories and shops for treatment of minor cuts and injuries. Injuries should be reported to the campus police (864) 592-4911 or (864) 206-2711 on the Cherokee County Campus within forty-eight (48) hours of the accident.

A medical problem beyond that of a minor cut, injury or illness should be handled as follows:

1. Contact the College switchboard operator (by dialing "0") who will contact campus security and EMS. After hours and weekend medical problems should be referred directly to campus police (864-592-4911).
2. The campus police officer will provide emergency first aid until EMS arrives.

Upon the student's return to the College he/she must complete an insurance claim form, available in the executive vice president's office, and submit invoice(s) received for treatment sought relating to the accident. The completed insurance claim form and invoice(s) will be submitted, for claim determination, to the insurance carrier by the office of the executive vice president.

Reporting Crimes, Emergencies

Spartanburg Community College's campus police office furnishes portable radio-telephones to all officers on duty at the College. Potential criminal actions and other emergencies can be reported directly to the officers on duty by dialing campus extension 4911 or 0 for campus operator or by activating any emergency call-box on campus or by dialing extension 2711 on the Cherokee County Campus. Response to a call will be immediate and the security officers have the authority to make an arrest, if necessary. All crimes and emergencies should be reported to campus police or security, who will report to the appropriate agencies.

English Fluency of Faculty

It is the policy of Spartanburg Community College to employ means to ensure that faculty members, whose first language is other than English, possess adequate proficiency in writing and speaking the English language. Further, provisions will be made to allow for grievance procedures for students regarding the English fluency of an instructor. Contact the vice president of student affairs for specific procedures.

Enrollment and Registration Guide

The *SCC Registration Guide* is a publication that provides a valuable source of information that will answer most, if not all, questions related to registration and the services available to students. Copies of the publication are found in the SCC Admissions Center and online at www.sccsc.edu/resources/publications.aspx.

Evaluation of Instruction

Spartanburg Community College seeks the input of students to improve its services and instructional programs. Each semester, students have the opportunity to evaluate the courses, instructors, facilities, equipment and other aspects of the instructional process through a formal evaluation instrument. As part of this evaluation, students rate their satisfaction with the availability of their instructors (information requested every semester) and advisors. If you do not have an opportunity to complete an evaluation in every class, please contact your advisor, department chair or academic dean.

Exemption Policy

Exemption Policy

The College requires that students must complete a minimum of 25 percent (25%) of the total hours through instruction offered by the College in order to receive a certificate/diploma/degree from Spartanburg Community College (SCC). Students may earn exemption credit for courses excluding this 25 percent (25%) requirement. Departmental transfer/exemption credit may be more restrictive depending on the program of study.

The College grants exemption credit for program requirements on the following basis:

American Council on Education College Credit Recommendation Service

The College recognizes the American Council on Education College Credit Recommendation Service. The College will evaluate course work for exemption credit if the course content is comparable to the content of a program course or courses offered by the College. The student must present documentation of course completion through an American Council on Education approved agency before the College will evaluate the course work.

Advanced Placement (AP)

Students may receive exemption credit for AP courses completed at the secondary level. The College awards exemption credit for AP Examination scores of 3 or higher. The College must have on file an official copy of the AP Examination score report to award credit.

Articulation (Technical Advanced Placement, TAP)

Students may receive exemption credit for program requirements through the validation of competencies gained at secondary schools. Students seeking exemption credit through articulation should contact the secondary school department chair or counselor or the College program department chair. The program department chair must validate student competencies designated in articulation agreements between the College and secondary schools. Validation of student competencies may include written examinations or other assessment methods.

College Level Examination Program (CLEP)

Credit for subjects in which students are knowledgeable, but have no class standing, can be gained through successful completion of the College Level Examination Program (CLEP) tests. Spartanburg Community College does not administer CLEP exams but will accept CLEP exams scores administered by other institutions if scores meet minimum standards. SCC does not give credit for CLEP general examinations.

Credit by Examination

Students may receive exemption credit for previous academic work or relevant work experience through formal written or practical examinations. Students may not attempt credit by examination for courses in which they have been previously enrolled (either for credit or audit) or in which they have previously attempted credit by examination. Students seeking exemption credit by examination should contact their program department chair to discuss eligibility. The program department chair will provide the proper authorization form and refer the student to the subject-area department. The department chair of the area in which the student seeks credit will determine eligibility and schedule an exam date. After an exam date has been scheduled, the student should pay the appropriate fee at the business office. The student must present the authorization form and the receipt to the subject-area department chair.

Experiential Learning

Students may receive exemption credit for knowledge acquired through work or other experiences external to academics. A student seeking credit for experiential learning should contact his/her program department chair who will determine the student's eligibility and provide the authorization form. The teaching faculty in the subject area in which credit is sought will determine the appropriate method of evaluation and the time frame for completion. The department chair determines the credit awarded through experiential

learning. Methods may include a portfolio or other documentation of acquired knowledge. Once the evaluation has been scheduled, the students should pay the appropriate fee at the business office. The authorization form and the receipt should be presented to the faculty providing the evaluation. Students may receive credit for a maximum of 25 percent (25%) of required program semester hours for experiential learning. Spartanburg Community College makes no distinction between traditional and non-traditional students in the admissions process. Therefore, applicants who meet all College admissions requirements will be eligible to apply for experiential learning credit. Students who have completed qualified courses in the College's Corporate & Community Education Division may apply for college credit through experiential learning. Students should contact the Corporate & Community Education Division for information and a list of qualified courses.

International Baccalaureate Credit

Students (first time freshmen) may receive SCC credit for scores of four (4) or higher on selected International Baccalaureate Examinations. The amount of college credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. The College must have on file an official copy of the IB Examination score report in order to award credit.

Mixed Enrollment Courses

Spartanburg Community College may choose to enroll both credit and Corporate & Community Education (C&CE) students in the same course. Please contact C&CE for additional information if you are enrolling in a credit course as a continuing education student.

Service Members Opportunity Colleges (SOC)

Spartanburg Community College is a member of the Service Members Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated on a case-by-case basis.

Professional Certifications

Students may receive exemption credit for professional certification. For each professional certification, the appropriate department chair will determine the SCC course equivalencies and corresponding certifications required for credit. The student should notify the department chair of the program to which the exemption credit is to be applied upon enrolling at SCC. The student must submit his or her original professional certification to the appropriate department chair. The department chair will complete the authorization form, attach a photocopy of the certification or credential and submit it to the records office.

Fees

No fee is charged to post credits to the transcript for advanced placement credit or credit earned through secondary articulation. Students attempting to earn credit through exemption exams or experiential learning must first be formally accepted by Spartanburg Community College and pay a non-refundable exemption test fee of \$50. Exceptions to this will be handled on a case-by-case basis. Students who have completed qualified continuing education courses at the College may apply for experiential learning credit and pay a processing fee.

Facility Services at SCC

Spartanburg Community College offers campus facilities as prime meeting space to local businesses, professional organizations and individuals. Services include accommodations and audio visual services. To schedule an event at Spartanburg Community College contact the following locations:

- Central Campus – (864) 592-4647
- Tyger River Campus & BMW Center – (864) 592-6206
- Cherokee County Campus – (864) 206-2802
- Union County Advanced Technology Center – (864) 466-1060

Faculty and Staff

Refer to the College Catalog for a list of faculty and staff. Catalogs are available in the SCC Admissions Center or online at www.sccsc.edu/catalog.

Financial Aid and Veterans Benefits

SCC provides financial aid to eligible students. The financial aid office publishes a financial aid brochure which is available in the financial aid office or on the financial aid office's website at www.sccsc.edu/FinancialAid.

The following financial aid programs are available at SCC:

1. Federal Pell Grant (FPELL)
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work Study Program (FWS)
4. South Carolina Need Based Grant (SCNBG)
5. Federal Direct Student Loans
6. South Carolina Teacher Loan (SCTL)
7. LIFE Scholarship
8. Lottery Tuition Assistance (LTAP)
9. Scholarships

Veterans Benefits

Spartanburg Community College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U.S. Code of Federal Regulations, for the following VA educational benefits: New G.I. Bill – Active Duty Educational Assistance Program (Chapter 30), New G.I. Bill – Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), Vocational Rehabilitation (Chapter 31), Reserve Educational Assistance Program (Chapter 1607) and the Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33).

The U.S. Department of Veteran Affairs is the only agency that can determine eligibility for and award this benefit. To determine eligibility, call the VA Regional Office at (888) 442-4551. Then, contact SCC's office to obtain the appropriate forms for certification.

Satisfactory Academic Progress

Students receiving financial assistance through a federal program or S.C. Need Based Grant must be making satisfactory progress toward a degree, diploma or certificate.

The financial aid office must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable amount of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility. The complete policy is published in the SCC catalog and is available in the financial aid office.

Communication With Students

The majority of communications from the financial aid office will be sent to your SCC e-mail account. Through the SCC Portal, you must review your e-mail and announcements regularly to ensure you have the latest information about your financial aid status.

Fire Drills

Fire drills will be held periodically without advance notice. Fire alarm boxes are strategically located throughout the College. When a fire alarm is engaged, a continuous long blast will occur. The below evacuation procedures should be followed:

1. All persons leave the building at the sound of the alarm.
2. Students should leave by the nearest designated exit.
3. The instructor should secure windows and doors before leaving.
4. All traffic should move to the right of the hallways in all buildings.
5. Students should be cautioned not to run or shove when exiting.
6. Students should go a minimum of 100 feet from the building and wait for notice to return to class.
7. All instructors should inform their students of the fire exit plan at the beginning of a semester and periodically thereafter.

Fundraising Projects

Only currently established campus clubs and organizations may apply to conduct approved fundraisers on any SCC campus. Student organization representatives must complete a fundraising request form and meet all applicable requirements and deadlines. Forms and guidelines are available in the Student Life Office, Student Services Building, Room 159 and with all campus club/organization advisors. Instructions for advertising campus fundraisers will be shared with the submitter upon final approval. Individuals and groups interested in advertising community fundraising projects to SCC students should contact the Student Life Coordinator at studentlife@scsc.edu or (864) 592-4752 for more information.

Grade Correction

If a student believes that a grade was assigned in error, the student must request a review of the grade by the instructor within one term of the term for which the grade was assigned.

Grade Point Average

1. Multiply credit hours attempted by grade points* or quality points for course points.
2. Add credit hours attempted for the total credit hours attempted.
3. Add course points for total course points.
4. Divide total course points by total credit hours attempted for GPA.

Example:	Credit Hours	Grade		Course Grade	Grade Points		Course Points
ECO 101	3.0	B	=	3	(3.0 X 3)	=	9.0
ENG 101	<u>3.0</u>	C	=	2	(3.0 X 2)	=	<u>6.0</u>
	6.0						15.0
GPA =	<u>Course Grade Points</u>			=	<u>15.0</u>	=	2.5 GPA
	credit hours attempted				6.0		

Grading System

Spartanburg Community College uses the following system of grades:

		<i>Quality Points</i>	<i>Used in GPA Calculation</i>	<i>Credit Hours Awarded</i>
A	Excellent	4	Yes*	Yes
B	Above Average	3	Yes*	Yes
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
WF	Withdrawn Failing	0	Yes*	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR	Transfer Credit	0	No	Yes

* Zero-level transitional studies course grades are not used in grade point average (GPA) computation.

Graduation Ceremony

Graduation exercises are held after the end of spring semester. Students may apply for graduation during the term they intend to graduate. Students expecting to complete graduation requirements during the summer term should apply for summer graduation during the spring term in order to participate in graduation ceremonies.

Students who complete graduation requirements in the fall semester may participate in graduation exercises the following spring. Graduation awards are available for graduates to pick up in the student records office 2-3 weeks following the commencement exercises. Dates will be posted on the school calendar. Awards are mailed to students who choose not to pick up the award during the advertised dates of distribution.

Graduation Eligibility

To be eligible for graduation from Spartanburg Community College, a student must fulfill the following:

1. Apply for and be accepted into the program for which he or she is applying for graduation.
2. Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction at the College. Departmental transfer/exemption credit may be

more restrictive depending on the program of study.

3. Earn a grade point average of at least 2.0 in the courses applicable toward graduation.
4. Resolve all financial obligations to the College and return all materials.
5. Make formal application for graduation in the records office or online by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the calendar section of this publication.)
6. Obtain graduation approval from the department chair or academic dean.

Graduation exercises are held once a year. Students should apply for graduation during the semester they plan to graduate. Awards (degrees, diplomas, certificates) can be picked up by students or are mailed approximately 3 weeks following the graduation ceremony. Information related to graduation is available in the student records office.

Honor Graduates

Prospective graduates with a program GPA of 3.5 at the end of the term prior to graduation will be considered honor graduates.

Identification Cards

Students are required to have a student identification card. The College issues student identification cards at no cost. Students are required to show identification cards to any campus official upon request, which includes campus police officers. Additionally, enrolled students are encouraged to visit the Student Life tab of the SCC Portal for information about available discounts from local and national merchants and service providers.

Insurance

The College carries an accident insurance policy that covers students while on campus and traveling directly and uninterruptedly between home and scheduled classes and participating in activities sponsored and supervised by the College. Coverage excludes accidents that occur as a result of participation in organized sports. Maximum benefit coverage includes payment for medical expenses - \$5,000, accidental death - \$1,500, and dismemberment - \$1,500. Injuries should be reported to the SCC campus police office (592-4911) within forty-eight (48) hours of the accident. Insurance claim forms are available in the office of the executive vice president. The premium for student insurance coverage is included in the tuition fee for all registered students.

Intellectual Property

Copyrightable materials, patents and all other forms of intellectual property produced out of the participation of students in activities of the College or by student workers in the course of assigned duties are exclusive property of the College unless other agreements exist.

Library

The purpose of the Spartanburg Community College library is to provide services that meet the needs of SCC students. The library supports the College's mission to prepare students to enter the job market and to transfer to senior colleges and universities. It assists students in achieving their professional and personal goals by providing high quality information services. The library also provides materials for students' recreational use and cultural pursuits. The library currently houses approximately 43,000 physical volumes

including 5,000+ audiovisual items, 37,000+ books and 400+ periodical subscriptions. Additionally, the Library's online collection contains 70,000+ e-books, and 60+ full-text databases. We also have 60+ subject and assignment guides, tutorials, and MLA and APA formatting guides online.

Locations

The Central Campus library is located on the first floor of the Library Learning Resource Center, the SCC Cherokee County Campus library is located on the first floor of the Peeler Academic Building, and the SCC Tyger River Campus library is located on the bottom floor of the Tyger River Building near the student canteen area.

Hours

SCC Central Campus

Monday – Thursday: 7:30 a.m. – 9:00 p.m.

Friday: 7:30 a.m. – 1:30 p.m.

Saturday: 9:00 a.m. – 1:00 p.m. (fall-spring semesters only)

Sunday: Closed

SCC Cherokee County Campus

Monday – Thursday: 7:30 a.m. – 9:00 p.m.

Friday: 7:30 a.m. – 1:00 p.m.

Saturday and Sunday: Closed

Phone, chat, and e-mail reference services is also available via the central campus library during their normal hours (as listed above), for off-campus users.

SCC Tyger River Campus

Monday – Thursday: 7:30 a.m. – 3:30 p.m.

Friday: 7:30 a.m. – 1:30 p.m.

Saturday and Sunday: Closed

Phone, chat, and e-mail reference services is also available via the central campus library during their normal hours (as listed above), for off-campus users.

Virtual Library: <http://library.sccsc.edu>

- Accessible 24 hours a day and seven (7) days a week
- SCCOnline students have access to all of the above-mentioned services via the library's website and the Blackboard portal.

Staff

Patricia Jordan, library director, (864) 592-4760

Tonya Newman, library technician, Tyger River Campus, (864) 592-6220

Judy Parham, adjunct librarian, (864) 206-2656

Barbara Scala, technical services librarian, (864) 592-4679

Katherine Stiwinter, public services librarian, (864) 592-4296

Library Services

For more detailed information regarding the library's services or resources, visit the

library's website at <http://library.sccsc.edu>, test or e-mail askalibrarian@sccsc.edu, or call (864) 592-4764 or 1- 866-542-2779 (toll free).

Circulation – Students may borrow books for three weeks and videos for three days. Books may be renewed for an additional three weeks and videos for an additional three days, unless someone else has requested them.

Reserves – Materials that are needed by an entire class may be placed on reserve at the circulation desk by an instructor. This ensures that the materials will be available for student use. Instructors specify check out for three days or for use in the library only. (Check with your instructor to make sure which campus library is holding the reserve.)

Research Databases – The library subscribes to 60+ online databases which allow students to access 70,000+ e-books, magazine, journal and newspaper articles, encyclopedias, literary criticism and other reference materials 24/7 via the library's website. Students can log into the databases off-campus using their Portal WebID and password.

Reference Assistance – Library staff are available on each campus and online to help students locate information in the library and to provide research guidance. For more information contact us by phone, e-mail, text, or come into any of our campus libraries.

Interlibrary Loan – If students need books or articles that are not owned by the SCC library, they may request the books or photocopies of the article from another library. Most items can be picked up seven (7) days after making the request.

Library Instruction – The librarians teach classes and individuals how to locate information using SCC library resources. Please contact staff to schedule one-on-one research assistance.

Photocopying – A photocopier is located in each campus library for student use. Copies are \$.10 each.

Student Workshop – The library offers several different workshops students can attend including Research Skills and Basic MLA format. See the calendar section of this publication for dates or contact staff for additional dates.

Student Responsibilities

Students are responsible for all items and materials (including laptops and MP3 players) checked out in their names. For this reason, it is not advisable for a student to check out items for anyone else or lend materials already checked out. Students use their SCC IDs for checkout of library materials.

Computers – The central campus library has nearly 100 computers and laptops for student use, including two (2) Macintosh computers and two (2) assistive technology stations. Computers are available for student use at both the SCC Tyger River Campus and SCC Cherokee County Campus libraries. If others are waiting, computer use should be limited to 30 minutes. Internet users may not display materials that may be objectionable to others. All computer resources and facilities of Spartanburg Community College are to be

used solely for legitimate and authorized academic, instructional, research, administrative and public services purposes. Misuse will cause a user's access to be revoked. Students who abuse the system will be referred to College disciplinary policies as outlined in the Student Code, SCC Procedure – Computer Resource Use.

Overdue Materials – There is no fine for books returned within five days of the due date. After the fifth day, a five cents per day fine is charged. A 25 cents per day fine is charged for reserve items returned late, with no grace period. DVDs, videos, and other AV items are \$1.00 per day. All overdue books and fines must be cleared before the end of each term. Students with overdue materials are not allowed to register or receive grades.

Lost Materials – If a student loses a book or video, the library should be notified as soon as possible. The charge for lost/unreturned materials includes a replacement fee plus a \$10 processing fee. If lost materials are found and returned within a short period, the cost will be refunded. The \$10 processing fee is non-refundable. Students who owe fees for lost material are not allowed to or receive grades.

Lost and Found

The College operates a lost and found service, located in the campus police office. Any articles found should be turned in to public safety. Lost and found on the Cherokee County Campus is located in the library. Lost and found on the Tyger River Campus is located in TRB 206.

New Student Orientation

New Student Orientation is a valuable tool that introduces students to the variety of support services and resources available at SCC. In addition to information received at New Student Orientation, students may access vital information in their SCC Enrollment & Registration Guide that contains more specific information related to registration. This guide is provided at the time of admissions to the College and can be accessed online at www.sccsc.edu/resources/publications.aspx. Students can learn more about SCC student resources and services at www.sccsc.edu/studentlife/orientation.

Online Course Attendance Statement

Students must have logged into and actively participated in the online course by the end of the drop/add period, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor. Students who fail to meet this attendance requirement by the end of the drop/add period will be dropped from the class by the instructor.

Parking Rules

SCC has well-marked parking areas with ample space for everyone to park. Do not park against curbs, over yellow lines, on the grass or on triangles at the end of lanes. Do not use or block fire lanes, maintenance parking areas or loading zones. Students, faculty and staff are asked to observe the following rules:

Vehicle Registration

Students wishing to bring a car or other vehicle on campus are required to have a current parking permit attached to the front, right window on their vehicle. Permits will be valid from August-August each year. (This applies to all curriculum, transitional studies and adult education students.) Any curriculum, transitional studies and adult education student who loses his/her permit may apply for a new permit.

Students who permanently change to a new or different vehicle must come by the public safety office and fill out a new vehicle registration card. There is no fee for this service.

Student Parking

Students are required to park in the student parking areas. Students are not allowed to park in areas designated for faculty/staff or visitors.

Visitor Parking

All visitor parking spaces are clearly marked. Students are not allowed to park in visitor parking spaces.

Motorcycle Parking

Motorcycle parking is located in the student parking lot. Four-wheel vehicles are prohibited from parking in areas designated for motorcycle parking.

Parking Appeals

Students may appeal a parking ticket by contacting the campus police office within 24 hours from the date of ticket. Parking appeal forms are available in the campus police office from 8 a.m. - 10 p.m.

Payment of Fees

Payment Due – All tuition and fees are payable when due. A student may not attend class until financial obligations are resolved. All equipment, library books and other college-owned property must be returned when due. A student's academic award (degree, diploma, or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned.

Payment Methods – The College accepts cash, first-party checks, money orders, cashier's checks, American Express, VISA, MasterCard and Discover credit or debit cards for payment of all fees. A \$15 convenience fee will be added per transaction for tuition payments made by credit or debit card. Credit card payments and e-checks may also be made online via WebAdvisor.

Returned Checks – The College assesses a \$25 service fee per occurrence on all checks returned by the bank for any reason. The service fee is in addition to any fee charged by the bank. Checks are not sent to the bank a second time. Dishonored checks are sent to the Magistrate for collection after fourteen days. Students will be placed on restriction from classes for non-payment. Checks will not be accepted from students who have written more than two non-sufficient checks.

Sponsorship – Tuition may be billed to a sponsoring business. The sponsorship must be supported by a letter on company letterhead or a company purchase order and is subject to verification by the College. Sponsorship documentation must be received in the business office for each academic term.

Tuition Payment Plan – The College does offer a tuition-only payment plan. Students must not have an outstanding debt from a prior term and must initiate the contact in person in the Cashier's office.

Spartanburg Community College's tuition plan requires a \$30 non-refundable handling fee in advance, along with the first payment before the scheduled delete date or the start of class. The remaining balance is payable in three payment on dates determined according to the academic calendar and included in the agreement.

A \$50 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The amounts of the payments and the due dates of the payment are pre-determined and are not negotiable.

Procedures for Existing Student Clubs/Organizations

1. Each organization must have a charter which has been recommended by the Student Life Advisory Committee and granted by the College administration. Procedures for organizing a campus organization must be followed prior to a charter being granted.
2. Each organization must have a constitution on file with the student life coordinator that states its purpose, its rules for operation and other pertinent principles. Revisions must be submitted to the above individual.
3. The policies and objectives of the campus organizations must be consistent with those of the College and the guidelines of the Student Life Advisory Committee.
4. Membership lists are kept on file in the office of student life, Student Services Building.
5. The organization must select from among the full-time faculty or staff of the College an individual who agrees to assume the role of advisor.
6. The organization must schedule all social, service and fundraising functions through the student life coordinator.
7. The organization must adhere to all College policies and social standards.
8. The organization must maintain an active program and fulfill its stated purposes.
9. No person may be excluded from membership of any organization because of color, race, religion, national origin/ethnic origin, disability or sex.
10. A minimum cumulative grade point average of 2.0 is required to be a candidate for an office in a student organization. The advisor of the organization is responsible for reviewing and approving the eligibility of each candidate. If at any time an officer's grade point average falls below 2.0 and/or the student is placed on academic probation, the person will be ineligible to hold office. The advisor will specify the procedures for selecting a replacement.

Procedures for Establishing New Clubs/Organizations

Students interested in forming a new campus club or organization should follow the

procedures outlined below. To access the required forms and guidelines, log in to My SCC Portal and select the Student Life tab on the top menu bar. Hard copies of campus club/organization forms are also available upon request from the Student Life office, Central campus, Student Services Building, room 159. Campus clubs and organizations may be started at any time during the academic year; however, the approval and installation process may take several months to complete. Please refer to College Procedure V-20.2, Student Clubs/Organizations, for more information.

1. Obtain at least 10 members who are interested in forming a club.
2. Obtain a full-time faculty or staff member employed by the College who is interested in serving as the club/organization's advisor.
3. Submit a new club/organization packet (request to organize form, roster of charter members, club advisor form, and proposed club/organization constitution) to the student life coordinator as indicated in the club/organization packet cover sheet. Organizations whose objectives are strictly social in nature will not be approved.
4. The Student Life Advisory Committee will review the paperwork, contact the requesting club/organization representative for further information as needed, and forward the completed packet to the SCC Executive Council for final approval. The club/organization will not be recognized, and may not conduct club-sponsored activities on any campus of Spartanburg Community College until approved, in writing, by College administration.
5. Within thirty business days of the campus club/organization's formal recognition, the following must be submitted to the student life coordinator, Student Services Building, Room 159:
 - Roster of current members and officers
 - Final copy of the club/organization's constitution
 - Club/organization advisor orientation form
 - Club/organization officer orientation forms
 - Club/organization financial information form

Re-Admission Requirements

Students who are not enrolled at SCC for three consecutive semesters (including summer) and who wish to re-enroll must reapply for admission. Students who want to reapply to the same program must re-enter under the current program guidelines. These guidelines may affect the applicability of completed credit hours for the program and the total credit hours needed for program completion.

Students who have attended another institution during the interim must submit an official transcript to the admissions office. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes.

Record Changes

To ensure proper record-keeping and mailing procedures, each student is required to report any changes in name or address to the student records office.

Records and Transcript

General

Spartanburg Community College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance

with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U.S. Patriot Act of 2001 also apply to the release of student records.

Release of Student Records

Transcripts are released only with written permission of the student. Students may request that copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. The College does not forward transcripts received from high schools and other colleges or provide copies of transcripts to the student.

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data from the files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the grievance committee denies the student's request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for his/her disagreement with the denials.

Parents of a dependent student have right of access to that student's record, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the records office.

Directory Information

The following directory information may be made available to the public by the College unless students notify the records office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. Major field of study or program
3. Dates of attendance (enrollment status - full-time, part-time)
4. Awards earned
5. Photographs

Transcripts and information not specified under "directory information" is released only with written permission of the student.

Student Recruiting Information

The Omnibus Consolidated Appropriations Act 1997, which includes the Solomon Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

- | | |
|---------------------------|--|
| • Name | • Academic major |
| • Address | • Degrees received |
| • Telephone listing | • The educational institution in which the |
| • Date and place of birth | student most recently was enrolled |
| • Level of education | |

If a student desires that the above information not be released, he or she should request a non-disclosure form in the records office within the first five days of the term.

U.S. Patriot Act of 2001

The U.S. Patriot Act of 2001 permits educational institutions/agencies to disclose "personally identifiable" information without the student or parent consent. It is not necessary to

keep a record of the disclosure or to notify the student or parent of the disclosure. Students may request copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. The College does not forward students' transcripts received from high schools and other colleges.

This recent amendment to FERPA permits educational agencies and institutions to disclose, without the consent or knowledge of the student or parent, personally identifiable information from the student's educational records to the Attorney General of the United States or his or her designee.

SCCOnline

SCCOnline, the College's distance learning program located in the Tracy Gaines Learning Resource Center (LRC), provides students with alternative ways of taking college credit courses. Online course offerings provide students with flexible options where and when they work on their courses. SCCOnline courses are included in the college course schedule, and the registration process is the same as for a regular course. SCCOnline also provides technical support and training for faculty and students using Blackboard, the college's online course management system.

Each semester, a variety of online course sections (over 85) is offered to students. Online courses allow students to take classes from home and the flexibility to work on class assignments during free time.

SCCOnline also broadcasts classes to off-site locations including the SCC Cherokee County Campus in Gaffney, the SCC Tyger River Campus in Duncan and to other technical colleges across the state. Broadcast classes similar to traditional classes: the instructor and students on the central campus interact with off-site students through two-way audio and video links. Broadcast classrooms on the SCC central campus are located in the Tracy J. Gaines Building, rooms G-12 and G-13; on the Tyger River Campus in the Tyger River Building, room 105; and on the Cherokee County Campus in the Harvey S. Peeler, Jr. Academic Building, room 108, and in the SCC Foundation Cherokee Business Training Center, room 107.

SCCOnline also offers several online certificate and degree options, including the Associate in Arts, Associate in Science, Management, Management with Fire Service Electives, Management with Marketing Electives, Interpreter Training and Palmetto Professional Landscape Certificate. Students enroll in these degree programs the same way as for other degrees.

For more information, visit the SCCOnline website at: online.sccsc.edu, or contact the SCCOnline office at (864) 592-4961, toll free 1-888-364-9080, or send e-mail to sconline@sccsc.edu.

SCC Student Ambassadors

SCC Student Ambassadors are currently enrolled students selected to represent the College to prospective students and to the community throughout the academic year. Students are selected for their academic service and commitment. Those interested in applying for this honor must complete a written application, have faculty referrals

and have a minimum 2.5 GPA at SCC and attend an interview. Being an SCC Student Ambassador is a paid, part-time position. For more information, call (864) 592-4216 or visit the SCC website at www.sccsc.edu/recruit.

Services for Students with Disabilities

Spartanburg Community College believes that a barrier-free learning environment is essential for students with disabilities to reach their potential to lead autonomous lives. Spartanburg Community College is committed to providing such an environment. Students with a special need should contact Geraldine Brantley, SCC coordinator of student disability services at (864) 592-4818 or (864) 592-4748 for TDD or visit the office in the East Building, room E-30B. Upon receiving appropriate documentation, an accommodation plan will be developed and instructors will be notified. Parking spaces designated for students who are physically disabled are conveniently located near each building.

Smoking Policy

The South Carolina Clean Indoor Air Act of 1990 became state law effective August 1, 1990. The purpose of this act as expressed in the text is "...to accommodate the needs of nonsmokers to be free from exposure to tobacco smoke within public indoor places..." The act restricts smoking in public schools and government buildings. This act is applicable to Spartanburg Community College

In compliance with this act, there are no designated smoking/tobacco use areas in any building, and smoking/tobacco use is not permitted in any campus building. Smoking or use of tobacco products is also prohibited within 25 feet of all building entrances; however, there are several designated smoking/tobacco use areas outside the buildings. Smokers/tobacco users are to properly dispose of smoking/tobacco materials. Violations of the smoking/tobacco policy may result in one of the following sanctions: a warning, a \$25 fine or suspension from the College.

Student Affairs Division

The Student Affairs Division at Spartanburg Community College strives to provide a comprehensive student services program to help students achieve personal and professional objectives. This program includes the following services:

1. Student Affairs provides career planning through guidance and counseling activities. Professional counselors assist students and applicants to make career choices through individual and group counseling and workshops.
2. Student Affairs supports students in financial planning by providing financial aid information and assistance in identifying resources to meet aid needs.
3. Student Affairs provides a student life program of extracurricular activities, student organizations, a student government liaison to the administration, and other opportunities that promote student development.
4. Student Affairs ensures due process to all students in appeals regarding disciplinary issues and student grievances.
5. Student Affairs provides an enrollment and registration guide containing information to acquaint new students with Spartanburg Community College support services. The guide is available online by accessing the SCC website at: www.sccsc.edu

6. Student Affairs offers a counseling service to provide academic and personal counseling to reduce student attrition and to promote the student's attainment of personal and professional objectives.
7. Student Affairs provides counseling and referral services for students who may have problems with drug/alcohol abuse.

Student Code and Grievance Procedures

SCC students are members of both the community at-large and the academic community. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community. Students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulation and the law, the College may take disciplinary action independent of that taken by legal authorities.

Student Clubs/Organizations

American Sign Language Club

Advisor: Denise Huff, 592-4883, huffd@sccsc.edu

American Sign Language (ASL) Club membership is open to SCC students, faculty and staff. Affiliate membership is open to any interested members of the community. The club exists to enhance appreciation, promotion and comprehension of American Sign Language, its culture and history among the members, the College, and the community. Through exposure to social, educational and cultural activities, the club intends to facilitate, develop and enrich the respective understanding of each individual who attends.

Campus Crusade for Christ (CRU)

**Advisors: Angela Watkins, Cherokee County Campus, 207-2707, watkinsa@sccsc.edu
Richelle Allen, Central Campus, 592-4636, allenr@sccsc.edu**

Campus Crusade for Christ (CRU), an inter-denominational international organization, is open to any interested student, faculty or staff of the College. The club's mission is twofold: to allow Christians to come together and discuss issues that are relevant to their lives and to provide a non-threatening environment and support system for spiritual seekers. Additionally, CRU provides its members with opportunities for personal and spiritual development, leadership skills and fellowship.

Horticulture Club

Advisor: Jay Moore, 592-4281, moorej@sccsc.edu

The SCC Horticulture Club is open to all individuals enrolled in horticulture technology. The club integrates learning experiences and leadership, while providing members an opportunity to learn more about their fellow classmates. The horticulture profession is

promoted in an attempt to educate the industry and the public. Meetings are conducted monthly, with guest speakers, field trips and special projects. The club participates in several fundraising projects, including the annual spring plant sale.

Medical Investigators Club

Advisor: Amber O'Shields, 592-4293, oshieldsa@sccsc.edu

The purpose of the Medical Investigators club is to promote the clinical laboratory profession on the campuses of Spartanburg Community College and within the surrounding service area. Members of this club also participate in projects that support local and international charitable organizations. The Medical Investigators Club is open to all Spartanburg Community College students, faculty and staff with an interest in the laboratory profession. Students enrolled in the Medical Laboratory Technology (MLT) program are automatically granted membership.

Mu Alpha Theta (Math Club)

Advisors: Linda Schmidt, 592-4731, schmidt1@sccsc.edu

Melanie Roberts, 592-4230, robertsm@sccsc.edu

Students who have an interest in mathematics are invited to join Mu Alpha Theta, the math club. The purposes of this organization are to promote and strengthen the appreciation of mathematics and to support and sponsor activities related to mathematics.

National Technical Honor Society

Advisor: Leslie Cagle (interim advisor) , 592-4752, caglel@sccsc.edu

At Spartanburg Community College, we recognize the academic achievements of outstanding career program students through invitation to join the National Technical Honor Society. Membership is limited to career program majors who have earned and currently hold a 3.25 GPA in an eligible academic program and have completed 12 or more semester hours of collegiate coursework. High school seniors planning to attend SCC are also eligible for membership transfer from their secondary chapter to SCC's post-secondary chapter. Members enjoy opportunities for networking, leadership and job skills development, scholarships, community service, campus involvement and more. For more information about eligibility, application deadlines, chapter fees, or applying for membership, interested students may contact the chapter advisor.

Phi Theta Kappa International Honor Society

Advisors:

Dr. Berta Hopkins, 592-4262, hopkinsb@sccsc.edu

Jenny Williams, 592-4851, williamsJ@sccsc.edu

Marshall Evans, 592-4218, evansM@sccsc.edu

Dawn Larrieu, 592-4836, larrieud@sccsc.edu

Phi Theta Kappa is the only internationally recognized honor society for two-year colleges. Associate degree students with 12 credit hours of college-level coursework completed at Spartanburg Community College and an overall GPA of 3.5 or higher will receive invitation letters to join SCC's Beta Sigma Psi Chapter. For additional details regarding eligibility, induction fees, and other information, please contact one of the chapter advisors.

Science Club

Advisor: Dr. Abigail Babcock, 592-4234, babcocka@sccsc.edu

The goals of the Science Club are to promote and strengthen appreciation of the sciences and to support and sponsor activities related to the application of science. In addition to regular meetings, the club participates in various campus and community projects throughout the year and manages the *iRecycle* program for plastic bottle/aluminum can collections on designated SCC campuses.

SCC Technology Club

Advisor: Matthew Alimagham, 592-4896, alimagham@sccsc.edu

The SCC Technology Club welcomes any SCC students or graduates who have an interest in technology to become a member. The purpose of the club is to promote free exchange of knowledge and information about any new technology among the members and the community. The SCCTC mission is to keep our students' technology knowledge up-to-date. The club meets at least twice per semester.

SEA Board

Advisor: Leslie Cagle, 592-4752, caglel@sccsc.edu

Student Events & Activities (SEA) Board is a volunteer committee of students who assist with the planning and execution of campus, community, and CollegeTown events and activities. There are 15 seats available for SEA Board. Members work together under the supervision of the student life coordinator to implement fall and spring semester events and activities which meet the mission and desired learning outcomes of the college's Student Life program. SEA Board members are expected to participate in experiences that develop and demonstrate leadership, character, confidence and responsibility.

Student Council

Advisors: Emily Grigg, 592-4297, grigge@sccsc.edu

Alan Tessaro, 592-4710, tessaroa@sccsc.edu

Students have an opportunity to participate in Student Council, an organization which provides students a voice in College concerns and student affairs. Membership consists of representatives from all academic divisions and student clubs/organizations, as well as student ambassador and at-large representation. Student Council members have the opportunity to serve on various campus/community committees, assist with student activities, and participate in leadership/life skills development programs. Students who are interested in serving on Student Council should contact an advisor for additional information.

Students for Change

Advisor: Belinda Chastain, 592-4219, chastainb@sccsc.edu

Students, faculty and staff with an interest in government and politics are invited to join Students for Change. This non-partisan student organization focuses on awareness, involvement and positive, open discussion of the issues affecting the nation, state and community. Students for Change is open to all political parties and participates in campus and community events with a focus on government and politics.

Student Medical Assisting Club

Advisor: Pam Vaughn, 592-4272, vaughnp@sccsc.edu

The Student Medical Assisting (SMA) Club is open to students who are currently enrolled in the Medical Assisting Program at Spartanburg Community College. The club exists to help Medical Assisting students develop competence and confidence related to their chosen profession, to stress leadership to the campus and community and to raise funds throughout the year to offset the costs of certification exams and other program-related expenses.

Student Nurses' Association

Advisors: Jayne Case, 592-4871, casej@sccsc.edu

Bunny Smith, 592-4635, smithB@sccsc.edu

The SCC Student Nurses' Association (SNA) is open to all pre-nursing and nursing students enrolled at Spartanburg Community College. This organization promotes and enhances nursing professionalism, leadership, community involvement and educational opportunities. SNA is an interactive organization that recognizes students within the College and also provides networking opportunities at the state and national level. The SNA participates in campus and community projects that support the mission and goals of the organization. Meetings are conducted monthly during the academic year and a guest speaker representing the nursing community speaks once per semester.

Success Network Club

Advisors: Carlos Howard, 592-4782, howardc@sccsc.edu

Julianne Dixon, 592-4798, dixonj@sccsc.edu

The club is opened to students who actively participate in the Success Network program at Spartanburg Community College. (Go to www.sccsc.edu/Success for more information about Success Network's eligibility requirements and services.) The goal of the Success Network Club is to encourage individuals to achieve their highest potential through a supportive peer network and active participation in campus, community, and civic activities. Members engage in community service projects, fund-raising activities, and regular meetings to achieve the Club's objectives.

Surgical Technology Club

Advisor: Debra Bradley, 592-4879, bradleyd@sccsc.edu

The objectives of SCC's Surgical Technology Club are to help students understand and appreciate their chosen profession, stay abreast of changes within the field of Surgical Technology and develop skills that foster lifelong learning. Surgical Technology Club members participate in campus and community activities that stress leadership, professionalism, teamwork and personal growth. They also coordinate various fundraisers throughout the year to offset costs associated with national exams, student conferences and other opportunities. Membership is open to students currently enrolled in the SCC Surgical Technology Program.

Teacher Education Club

Advisor: (in order of preference to be contacted) Pamela T. Rogers, 592-4645, rogerspam@sccsc.edu; Susan Poss, 592-4902, poss@sccsc.edu; Micki Ewens, 592-4854, ewenss@sccsc.edu

The Teacher Education Club is open to students who are majoring in a Spartanburg Community College teacher education partnership. The club supports and sponsors activities related to the field of education such as tutoring, school supply and book drives, and off-site classroom events. The Teacher Education Club also enjoys networking opportunities with TEACH club members at USC Upstate. Questions regarding membership eligibility, club dues or other information may be directed to a club advisor.

Student Life

The College considers student engagement and involvement to be a vital part of the educational process. Students are encouraged to participate in activities that stress leadership and training, service to the College and community, personal and professional development, the experience of sharing interests, and the opportunity to interact with those from different cultural backgrounds. The College sponsors many extracurricular activities during the year and encourages student participation in these programs. Opportunities for involvement in campus and community life are posted through My SCC Portal (Student Life tab) and various channels of campus communication throughout the academic year.

Student Refund/Withdrawal/Federal Return of Funds

It is the policy of Spartanburg Community College that students or sponsoring agencies/programs receive a fair and equitable refund of institutional charges if a student withdraws from the College or reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and/or a Federal Stafford Loan. Institutional charges are defined as all charges for tuition and fees, books, supplies and required course materials purchased with federal financial assistance at the Book Inn.

I. Official Withdrawal

A student's withdrawal date is defined as the actual date the student began the College's official withdrawal process. To officially withdraw from the College, a student must contact the registrar's office and complete add/drop/withdrawal form requesting the withdrawal.

A federal financial aid recipient who does not officially withdraw from the College will be considered as having completed 50 percent of the semester for calculating the amount of aid to be returned to the federal government based on Section III and will not be eligible for a refund based on the College's refund policy outlined in Section II.

II. College Refund Policy

To receive a refund of institutional charges, a student must officially withdraw from the College as outlined in Section I or reduce the number of credit hours to below 12 credit hours. A federal financial aid recipient who is eligible for a refund will have the refund amount applied toward the amount the student owes the College based on the return of funds policy outlined in Section III.

The refund percent is based on the date the completed add/drop/withdrawal form is received by the registrar's office. Institutional charges for a semester will be refunded at the following rate:

Fall Term and Spring Term

<u>Refund Percent</u>	<u>Withdrawal or Net Reduction of Credit Hours</u>
100%	1st - 8th calendar day of the term
75%.....	9th - 14th calendar day of the term
50%.....	15th - 19th calendar day of the term
0%.....	after the 19th calendar day of the term

If the calculated refund dates fall on a day that the College is closed, the date will be moved forward to the next day the College is open.

The number of calendar days used to calculate refunds will be pro-rated for terms that vary in length from the traditional term.

If a student attends one class of the second course in a two-block sequence, the student is not eligible for a refund. A student who never attends the second course in the sequence will receive a 100 percent refund for that course.

Non-federal financial aid recipients will have the refund amount returned to the sponsoring agencies/programs in the following priority, not to exceed the awarded amount:

1. Private (Alternative) Loan
2. Sponsorships
3. Tuition Waivers
4. SCC Scholarships
5. Outside or Community Scholarships
6. LIFE Scholarship
7. S.C. Need Based Grant
8. Other aid or assistance
9. Lottery Tuition Assistance

III. Return of Federal Financial Aid

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a semester. Federal financial aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans, and the Success Network.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

$$\text{Percent of earned aid} = \frac{\text{Number of days attended in the semester}}{\text{Total number of days in the semester}}$$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

$$\text{Aid to be returned} = \text{Percent of unearned aid} \times \text{the amount of federal financial aid disbursed}$$

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student

is eligible for under Section II. Therefore, a student who does not complete at least 60 percent of a semester may owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the business office. A student who owes the federal government will be reported to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

Success Network

Success Network is an academic support program available to eligible SCC students. The goals of Success Network are to help students stay in school, graduate with college degrees, and continue their education by transferring to four year colleges and universities. In order to help students succeed at SCC, Success Network offers many academic and career-related services such as tutoring, assistance with study skills, college transfer planning, campus visits to four-year colleges, peer mentoring, assistance with career development needs, financial literacy resources, cultural enrichment activities, and membership in the Success Network Club.

To be eligible for Success Network, SCC students must be enrolled in an associate degree program and/or plan to transfer to a four-year college or university. Additionally, students must meet at least one of the following eligibility requirements:

- Be a first generation college student (neither parent has a 4-year college degree or the custodial parent in a single-parent family does not have a 4-year college degree) **OR**
- Currently reside in an economically disadvantaged household (Success Network will help students determine if they meet this criteria) **OR**
- Have a documented disability.

Success Network is available to answer any questions an individual may have regarding his/her eligibility for the program. Students must complete an application packet to be considered for membership in Success Network. Application packets may be obtained from the Success Network office or from our website (www.sccsd.edu/Success). Students may contact the Success Network staff in person in Suite 174 of the Dan L. Terhune Student Services Building, by phone at (864) 592-4780, by email at successnetwork@sccsc.edu, or on the College's website at www.sccsc.edu/Success.

Success Network is a Student Support Services program funded 100 percent through a federal TRIO grant in the amount of \$276,570 by the U.S. Department of Education.

Suspension for Non-Academic Reasons

A student suspended from Spartanburg Community College for non-academic reasons will be notified in writing of the length of the suspension. For non-academic violations of conduct see the "Student Code" section within this publication.

Tardies

Tardy students will be admitted to class only at the discretion of the instructor. A student is considered tardy if he/she is not in the classroom at the time the class is scheduled to begin (unless otherwise designated by the instructor).

Telephones

Public Telephones: Courtesy telephones are located near the canteen or vending areas in each building. Courtesy TDD's for the hearing impaired are located in the East, West and Ledbetter buildings, and in the Tracy Gaines Learning Resource Center.

Calls for Students: Class interruptions are discouraged. Students are contacted only under emergency conditions. See section on emergencies. Calls for students are handled by student records during the day. Admissions or evening services will coordinate calls received at night. Calling the main SCC number, (864) 592- 4600, will connect you with the appropriate department.

Contacting Students for Emergencies: Classes are only interrupted in the case of emergency, usually health or safety related. If the caller does not wish to divulge the nature of the emergency it is difficult to determine the appropriate response. If student records is unable to contact the division, campus police/security will attempt to contact the student. The student may be asked to come immediately to the student records office or may be given a written message depending on the urgency. After 5:00 p.m., evening services will also be asked to help locate the student.

Testing Center

The SCC Testing Center provides SCC faculty and students a convenient, secure, and distraction-free environment conducive to a positive testing experience. Housed in the East Building (room E3) on the central campus, the Center offers a range of assessment services including make-up testing and proctored online testing for students at SCC as well as at other colleges nationally. Instructors in need of testing services should call (864) 592-4966 or (864) 592-4284 or visit "Ask-A-Proctor" at www.sccsc.edu/resources/testing. Hours of operation for the central campus are posted in the Center each semester and on the website. Comparable testing services are also available at the SCC Cherokee County Campus (call 864-206-2713) and SCC Tyger River Campus (call 864-592-6190) by appointment. The SCC Tyger River Campus testing center is located adjacent to the library in the Tyger River Building and is open Monday – Thursday 8:00 a.m. – 9:00 p.m., and Friday 8:00 a.m. – 1:30 p.m.

Transferring Credits to SCC

A student who wishes to transfer college credits from another educational institution to Spartanburg Community College should submit an official transcript for evaluation. Unofficial copies of transcripts will not be evaluated. The College registrar manages the process to ensure timely evaluation.

Courses transferred must closely parallel program requirements for credit to be awarded. In some cases, elective credit may be granted for transfer courses which do not parallel Spartanburg Community College program requirements. Varying time limits for acceptance of transfer credit may apply in some programs.

Transfer credits granted will compute as hours earned toward total credit hours required for graduation. These credits are denoted on the Spartanburg Community College transcript by a "TR" grade.

Credit is normally accepted only from colleges accredited by the Southern Association of Colleges and Schools or by any of the other parallel regional accrediting agencies, with the approval of the department head and division dean. Spartanburg Community College grants transfer credit for United States Armed Forces Institute (USAFI) courses and for military schools attended.

Spartanburg Community College requires that students must complete at least 25 percent (25%) of their program semester hours through instruction offered by the College in order to receive a degree from Spartanburg Community College. Students may earn exemption credit for programs excluding this 25 percent (25%) requirement. The College allows a maximum of 75 percent (75%) transfer credit for parallel coursework in the program of study.

Students transferring credits from one program to another within the College must have earned a grade of "D" or better in order to transfer credits. Credit hours and grades transferred will be computed toward total hours and GPA required for graduation.

Students may earn additional credit after acceptance in a program on the following basis: advanced placement and articulation for courses completed at the secondary level, credit by examination and experiential learning. (See Exemption Policy, pages 82-84.)

Transitional Studies

The Transitional Studies Department offers a variety of courses to enhance students' academic abilities. Most of the courses in Transitional Studies are basic skills courses in grammar, writing, reading and mathematics. Other course offerings in the department include "bridging" courses and pre-entry courses. In addition, Transitional Studies supports all students and faculty through the services of the Testing Center.

Basic Skills Courses

Transitional Studies basic skills courses are offered both day and evening. Most classes are offered in a traditional "lecture" format; however some classes may include a variety of programmed instructional materials. Basic skills courses (zero-level) carry institutional credit but cannot be used to satisfy program requirements for graduation. The zero-level course numbers do not indicate levels of difficulty.

"Bridging" Courses

Transitional Studies "bridging" courses are designed specifically to help students acquire additional skills and discipline in order to be successful in curriculum courses. "Bridging" courses are taught in a lecture format and include a greater degree of academic rigor than basic skills courses. These courses are also non-degree credit (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

Pre-entry Courses

Some of the College's curriculum programs require that students meet certain entry requirements prior to acceptance into the program. Most students will have met these requirements in high school or at another college. However, in some cases the student may lack a specific course which is required for entry into a curriculum. Transitional Studies offers several courses which enable students to meet these entry requirements. These courses are non-degree credit courses (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

The Rita Allison Learning Center (TLC)

Located in the East Building in Rooms E2 and E5, The Rita Allison Learning Center (TLC) at SCC combines several student support functions in a convenient, centralized location on the central campus. The TLC offers students academic support via one-on-one and group tutorials in many academic subjects, as well as an open computer lab with skilled assistance in CPT classes and software use. No appointment is necessary; walk-ins are assisted on a first-come basis. Instructors are urged to schedule a class visit for orientation to the TLC early in the semester to encourage students to use the Center's services often. To schedule a class orientation, please call (864) 592-4715. The TLC provides academic tutoring in mathematics, English, accounting, Spanish and the sciences. The Center also provides 50 computers for academic use, equipped with Microsoft Office software (including Excel, Access, Publisher, PowerPoint, and Word), course-specific software, high speed Internet connections with access to library databases, C++, C#, and Visual Basic. "Ask-A-Tutor" and "Ask-A-Geek" allow online students to submit papers or questions to tutors and lab assistants at www.sccsc.edu/TLC. Tutoring services are also available at the SCC Cherokee County Campus and SCC Tyger River Campus. Hours of operation are posted for all locations each semester.

Tyger River Campus

SCC's Tyger River Campus (TRC) is located at 1875 East Main Street (Highway 290) in Duncan, SC. TRC offers a full array of day, evening and weekend credit courses required in many of the Colleges associate degree, diploma and certificate programs. SCC's Corporate & Community Education Division offers a variety of continuing education training for individuals and businesses at TRC. With TRC's wide range of courses, state-of-the-art technology and easy access to the campus, attending college is more flexible and convenient than ever before. Contact the executive director at (864) 592-6207 or the administrative assistant at (864) 592-6206 for more information.

Union County Advanced Technology Center (UCATC)

The Union County Advanced Technology Center (UCATC) is located on Highway 176 in Union, SC. The center provides general education classes, technical job training and corporate and continuing education instruction to assist local businesses and industries in workforce and professional development. For more information, please call 864-866-1060.

Vending

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, pizza and cold sandwiches. Vending refunds are available on the central campus in the Book Inn (the campus bookstore) located in the Dan L. Terhune Student Services Building. Refunds are available on the SCC Cherokee County Campus in room 125 of the academic building. Refunds on the SCC Tyger River Campus are available during the day in room 206 in the Tyger River Building and room 114 in the BMW Center; during the evening in the lobby of the Tyger River Building. Refunds at the Union County Advanced Technology Center are available in Room 113.

The Cuppa Cabeana is SCC's very own student operated coffee shop and deli. A wide selection of hot and cold espresso drinks, sodas, snacks, breakfast items, salads and sandwiches are available for purchase. Located in the lobby of the Library Learning Resource Building, hours of operation are 7:30 a.m. – 6:00 p.m., Monday – Thursday.

Withdrawal from a Course/Term/College

There are three types of withdrawals, BUT the process for assigning a grade remains the same.

- *Withdrawal from a Course* – If you withdraw from a course after the add/drop period, you will receive a “W.” If you are receiving financial aid, you should contact the financial aid office prior to withdrawal from a course. You may withdraw from a course through web advisor or by submitting a drop form to student records prior to the drop deadlines established by the College. Faculty signatures are not required to drop courses.
- *Term Withdrawal* – You are term withdrawn for one term when all courses for that term are dropped.
- *From the College* – If you do not attend the College for three consecutive terms you will be administratively withdrawn from the College by the student records office. If you have been withdrawn from the College, you must go through the admissions process to be re-instated. If you are re-instated, you are required to meet program requirements under the catalog for the term in which you are re-instated.

Appendix I

The Student Code for Spartanburg Community College

The Student Code for Spartanburg Community College is based on the Student code for the South Carolina Technical College System.

General Provisions

I. Principles

Technical College students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student.*

II. Solutions of Problems

The College will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other College may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both Colleges. Any sanctions imposed will apply across both Colleges.

*SCC defines academic integrity as both the practice and commitment to defending academic honesty, personal responsibility, and respect for one's own and others' intellectual work. SCC expects every member of the College community to support, promote and enforce academic integrity, which is fundamental to the mission of the College.

In situations where a student is dually enrolled in 2 or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the College where the alleged infraction occurred will handle the charges and the sanctions may apply at each College in which the student is enrolled.

III. Definitions

When used in this document, unless the content requires other meaning,

- A. "College" means any College in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the College.
- C. "Administrative Officer" means anyone designated at the College as being on the administrative staff such as president, vice president, dean of students or student services, chief academic officer, dean of instruction, or business manager.
- D. "Chief Student Services Officer" means the administrative officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Instructional Officer" means the administrative officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" means a person taking any course(s) offered by the College.
- G. "Instructor" means any person employed by the College to conduct classes.
- H. "Staff" means any person employed by the College for reasons other than conducting classes.
- I. "SGA" means Student Government Association of the College.
- J. "Campus" means any place where the College conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Suspension" means a temporary separation of the College and student under specified conditions.
- M. "Expulsion" means permanent separation of the College and student.

Student Code

I. General Rights of Students

- A. Nondiscrimination - There shall be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly - Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place and manner.

Students desiring to conduct an assembly must submit a request to the president, or other designated College official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event.

The request will be approved, amended or denied no more than 10 working days prior to the desired event.

C. Freedom of the Press - In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing SGA, faculty and administration. Each College has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. Protection Against Unreasonable Searches and Seizures - Students are entitled to the constitutional right to be secure in their persons, dwellings, papers and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Student Representation in College Governance - Students should be represented on campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

F. Classroom Behavior - Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the chief student services officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading - Instructors will follow the announced standards in evaluating and grading students.

Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

H. Privacy - Information about individual student views, beliefs and political associations acquired by instructors, counselors or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

I. Records

1. General

The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

2. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The chief student services officer may release directory information as authorized by the College through federal and state privacy legislation.
- e. If the inquirer has a court order, the chief student services officer or someone designated by that official will release information from the student's file.

3. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the chief student services officer. No record of disciplinary action shall be entered or made on the student's academic records.

4. Treatment of Records after Student Graduation or Withdrawal

When students withdraw or graduate from a technical College, their records shall continue to be subject to the provisions of this code.

II. Student Government and Student Organizations

A. Student Government Associations

The College Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a College.

Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter.

The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

III. Proscribed Conduct

A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities.

In the event of illegal or disruptive activity on a College campus, the chief student services officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The chief student services officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a College campus. According to South Carolina law, "it shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or College in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

C. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

1. Cheating on tests is defined to include the following:

- a. Copying from another student's test or answer sheet.
- b. Using materials or equipment during a test not authorized by the person giving the test.
- c. Collaborating with any other person during a test without permission.
- d. Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of a test prior to its administration.
- e. Bribing or coercing any other person to obtain tests or information about tests.
- f. Substituting for another student, or permitting any other person to substitute for oneself.
- g. Cooperating or aiding in any of the above.

2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.*

3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.

4. Fabrication is defined as falsifying or inventing information in such academic exercises as reports, laboratory results and citations to the sources of information.

D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:

1. Forgery, alteration or misuse of College documents, records or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. Infringement of rights of others is defined to include, but not limited to, the following:

*Plagiarism occurs when a student "uses words, ideas or work products" that are someone else's, and when the original source is "identifiable," and the student presents them as his own words, ideas or work products, without giving the source credit while expecting a "benefit, credit or gain." Source: Fearn, Hannah. "Is It Plagiarism? Well, It Is Rather Difficult to Say." Times Higher Education. The (London) Times. July 1, 2010.

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any College approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment.
5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.

F. Other unlawful acts which call for discipline include, but are not limited to:

1. Destruction, theft, damages or misuse of College property occurring on or off campus.
2. Unauthorized entry upon the property of the College after closing hours.
3. Unauthorized presence in any College facility after hours.
4. Unauthorized possession or use of a key to any College facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
6. Possession, use, or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use, or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a College sponsored activity.
9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a College sponsored activity.

10. Engaging in any activity that disrupts the educational process of the College, interferes with the rights of others, or adversely interferes with other normal functions and services.

IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of College regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. Administrative Suspension

1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the College, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the College pending the outcome of a disciplinary hearing on the charge(s).
2. The president, or his/her designee, shall notify the chief student services officer in writing about the nature of the infraction and the name of the student before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The chief student services officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the president or his/her designee.

B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.

3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the chief instructional officer.
4. The chief instructional officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the chief instructional officer within seven working days of the date of the chief instructional officer's letter.
5. If the student requests an appeal, the chief instructional officer, or designee, will schedule a time for the meeting. The chief instructional officer, or designee, will send a certified letter to the student. In addition to informing the student that the chief instructional officer, or designee, will hear the appeal, this letter must also contain the following information:
 - a. A restatement of the charges
 - b. The time, place, and location of the meeting
 - c. A list of witnesses that may be called
 - d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Procedure, Section V.A.1.e.
6. On the basis of the information presented at the appeal, the chief instructional officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor
 - b. Accept the instructor's decision but impose a less severe sanction
 - c. Overturn the instructor's decision
7. The chief instructional officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the president of the College by sending a letter detailing the reasons for the appeal to the president's office within five working days.
8. After receiving the student's request, the president will review all written materials relating to this incident and render one of the following decisions. The president's decision is final and cannot be appealed further.
 - a. Accept the decision and the sanction imposed
 - b. Accept the decision but impose a less severe sanction
 - c. Overturn the decision
 - d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV.D and section V.

C. Student Misconduct

1. A charge involving a student infraction must be filed in writing at the office of the chief student services officer within five working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.
2. Within five working days after the charge is filed, the chief student services officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the chief student services officer, or designee, may act as follows:
 - a. Drop the charges
 - b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee
 - c. Refer the student to a College office or community agency for services
3. The decision of the chief student services officer, or designee, shall be presented to the student in writing within five working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the chief student services officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the chief student services officer's, or designee's decision, and instructions governing the appeal process.
4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within two working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

D. The Student Appeals Committee

Each College shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the chief student services officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the chief student services officer.

1. Membership of the Committee shall be composed of the following:
 - a. Three faculty members appointed by the chief instructional officer and approved by the president.
 - b. Three student members appointed by the appropriate student governing body and approved by the president.
 - c. One member of the Student Services staff appointed by the chief student services officer and approved by the president.
 - d. The chief student services officer serves as an ex officio nonvoting member of the Committee.

- e. The chair shall be appointed by the president from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.

2. Functions of the Committee are described as follows:

- a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
- b. To hand down a decision based only on evidence introduced at the hearing.
- c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:

1. Academic Misconduct

- a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- b) Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
- c) Assign a failing grade for the course.
- d) Require the student to withdraw from the course.

2. Student Misconduct

- a) A written reprimand.
- b) An obligation to make restitution or reimbursement
- c) A suspension or termination of particular student privileges.
- d) Disciplinary probation
- e) Suspension from the College
- f) Expulsion from the College
- g) Any combination of the above

V. Procedures for Hearings before the Student Appeals Committee

A. Procedural Duties of the Chief Student Services Officer

- 1. At least seven working days prior to the date set for hearing before the Committee, the chief student services officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

- a. A restatement of the charge or charges.
- b. The time and place of the hearing.
- c. A list of all witnesses who might be called to testify.
- d. The names of Committee members.
- e. A statement of the student's basic procedural rights. These rights follow:
 1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
 2. The right to produce witnesses on one's behalf.
 3. The right to request, in writing, that the president disqualify any member of the committee for prejudice or bias. (At the discretion of the president, reasons for disqualification may be required.). A request for disqualification, if made, must be submitted at least two working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
 4. The right to present evidence. The Committee may determine as to what evidence is admissible.
 5. The right to know the identity of the person(s) bringing the charge(s).
 6. The right to hear witnesses on behalf of the person bringing the charges.
 7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 8. The right to appeal the decision of the Committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made within seven working days after receipt of the decision.
2. On written request of the student, the hearing may be held prior to the expiration of the seven-day advance notification period, if the chief student services officer concurs with this change.

B. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.

- b. Counsels for the student and the College.
- c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
- d. Witnesses who shall:
 1. Give testimony singularly and in the absence of other witnesses.
 2. Leave the committee meeting room immediately upon completion of the testimony.
2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
4. The conduct of hearings before this Committee is unaffected by charges of local, state or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the chief student services officer. The student may listen to the tape of his/her hearing under the supervision of the chief student services officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
7. Decisions of the Committee shall be made by majority vote.
8. Within two working days after the decision of the Committee, the chair-person shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.

C. Appeal to the President

When the student appeals to the president, the president, whose decision is final, shall have the authority to:

1. Receive from the student an appeal of the Committee's decision.

2. Review the findings of the proceedings of the Committee.
3. Hear from the student, the chief student services officer, and the members of the Committee before ruling on an appeal.
4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within ten working days of the receipt of the appeal.

Spartanburg Community College Plagiarism Sanctions:

Level 1:

A Level 1 violation involves poor documentation skills occurring in either a graded or an ungraded assignment. Level 1 violations include repeated documentation errors in an assignment: incomplete or incorrect in text citations or list of resources, such as a bibliography; for example

- Missing quotation marks around directly quoted material; citation included
- Quotation marks around words, phrases, or sentences that do not match original exactly (or failing to use brackets and/or ellipses to show changes made); citation included
- Quotation marks with missing or incorrect citation
- Resources presented in such a way that credit, while attempted, is unclear
- Bibliographic entry that is missing identifying information
- Citation in text not referenced in bibliography
- Failure to change sentence structure or an organizational strategy in paraphrases; citations included
- Substituting synonyms in paraphrase; citations included

- *First offense sanction:* May be handled by instructor

- *Second offense sanction:* Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the vice president of student affairs will inform the instructor and department chair.

Assignment carries a grade of 0/F until it is resubmitted; resubmitted assignment may not earn a grade higher than C.

Student should be encouraged to work on mastering documentation by taking advantage of services available on campus; the student is required to complete the tutorial on avoiding plagiarism offered through the SCC Library.

- *Third offense sanction:* Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the vice president of student affairs will inform the instructor and department chair.

Assignment receives a grade of 0/F; student does not have resubmission privileges

- *Fourth offense sanction:* Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the vice president of student affairs will inform the instructor and department chair.

Student is withdrawn from class; grade of 0/F for semester is recorded (For any further offense, student's sanctions move to Level 2, third offense.)

(continued)

Plagiarism Sanctions (*continued from previous page*):

Level 2:

A level 2 violation involves a demonstrated intent to obtain benefit, credit or gain by using someone else's words, ideas or work products in either a graded or an ungraded assignment. Level 2 violations include any act of plagiarism: the criminal offense of using someone else's intellectual property (language, ideas, or any original material) and presenting it as one's own; or abetting any act of plagiarism; for example • Failing to submit a list of resources used (such as a Works Cited page), whether or not resources are cited in assignment

- Failing to cite within a work the ideas, language, or any original material of another, with or without a list of resources used
- Allowing another person to contribute his or her original thoughts, language, or creative skills to an assignment without crediting that person; in foreign language classes, this includes accepting uncredited help from translators or native speakers
- Copying or cutting and pasting another source or any portion of another source without crediting it
- Crediting one source for material created by another source, which is not credited
- Mosaic plagiarism: mixing non-credited material with properly cited material
- Buying, stealing, or using, with or without permission, another's work or portion of a work without crediting that person
- Creating or writing an assignment and allowing another student to submit it as his or her own
- Attempting to commit plagiarism

First offense sanction: Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the vice president of student affairs will inform the instructor and department chair.

Assignment carries a grade of 0

- *Second offense sanction:* Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the vice president of student affairs will inform the instructor and department chair.

Student is withdrawn from class; grade of 0/F for semester is recorded.

Student is placed on disciplinary probation.

- *Third offense sanction:* Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file.

Student is placed on disciplinary suspension from SCC for the current and the following semester, beginning immediately; grade of 0/F is recorded for all courses; no refunds are given.

- *Fourth offense sanction:* Student is expelled from SCC

Appendix II

The Student Grievance Procedure for Spartanburg Community College

It is the policy of Spartanburg Community College that all students shall be afforded the opportunity to present complaints/grievances and seek answers without fear of restraint, interference, coercion, discrimination or reprisal. The College shall also be governed by the guidelines of the Student Code and Grievance Procedure for South Carolina Technical Colleges, and practices with guarantee due process.

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status, excluding sexual harassment complaints. Because of the sensitive nature of this type of complaint, a conference with the chief student services officer may replace the first step of the grievance procedure. The chief student services officer will counsel with the student to determine the appropriate action that is required.
- B. Alleged sexual harassment complaints should be directed to the chief student services officer. Because of the sensitive nature of this kind of complaint, a conference with the chief student services officer will replace the first step of the grievance procedure. The chief student services officer will counsel with the student to determine the appropriate action that is required.

If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

- C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

II. Definitions

- A. "College" means any College in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the College.
- C. "Administrative officer" means anyone designated at the College level as being on the administrative staff such as the president, chief academic officer, chief student services officer, etc.
- D. "Chief student services officer" means the administrative officer at the College who has overall management responsibility for student services or his/her designee.

- E. "Chief instructional officer" means the administrative officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Student" means a person taking any course(s) offered by the College.
- G. "Instructor" means any person employed by the College to conduct classes.
- H. "Staff" means any person employed by the College for reasons other than conducting classes.
- I. "Campus" means any place where the College conducts or sponsors educational, public service or research activities.

III. Procedures

A. First Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.

B. Second Step

If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The chief student services officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student.

The completed grievance form must be presented to the chief student services officer, or designee, within ten instructional weekdays after satisfying the first step in the grievance process. The chief student services officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or not later than two instructional weekdays after receipt of the student's grievance form. The chief student services officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and chief administrative officer of the division or component concerned.

C. Third Step

If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must

attach a copy of the supervisor's response to the request. The chief student services officer shall immediately notify the president who shall ensure that the Committee is organized in a manner consistent with Section IV.A of this procedure. The chief student services officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

D. Fourth Step

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the president of the College within ten instructional weekdays of the Committee's decision.

The president shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The president's decision is final.

IV. The Student Grievance Committee

A. The Student Grievance Committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the chief instructional officer.
3. One Student Services staff member recommended by the chief student services officer.
4. One administrator, other than the chief student services officer, to serve as the Committee's chairperson.
5. The chief student services officer, or designee, who serves as an ex-officio, non-voting member of the committee.
6. The president must approve all recommended members.

B. Purpose and Function of Grievance Committee

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. Rights of the Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
 - a. A brief description of the complaint, including the name of the person filing the complaint;
 - b. the date, time and location of the meeting; and
 - c. the name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the chief student services officer or his/her designee.
3. Appear in person, present information on his or her behalf, and present additional evidence to the committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D. Hearing Procedures

1. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the chief student services officer. Either party in the appeal may listen to this tape recording under the supervision of the chief student services officer or designee.
3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.

4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
5. The student shall bear the burden of proof.
6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
7. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the president of the College within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision.

Appendix III

SCC Directory of Services

Access and Equity/Recruiting Services

Student Services Building
Director, VACANT

Admissions Center

Student Services Building, office 118
Lynn Dale, Interim Director, Enrollment Services

Advising Center

East Building, office E-1
Alison Cann, Director

AIM Center

East Building, office E-30 D
Leila McKinney, Director

Alumni Association

Student Services Building, office 210
Sam Hook, Executive Director, SCC Foundation

Book Inn

Student Services Building, office G-22
Cecil Hutcherson, Business Manager

Business Office

Ledbetter Building, office 224
Mary Fuhman, Director of Finance

Campus Police

East Building, office E-63, Andre Kerr, Director

Counseling Services

Central campus, Student Services Building,
office 130
Phyllis Rogers, Director of Counseling

Cherokee County Campus, Harvey S. Peeler,
Jr. Academic Building, office 124
Ricky Fields, Counselor

Tyger River Campus, Tyger River Building,
office 127 | VACANT, Counselor

Career Services

Student Service Building, office 102
Kathy McKinzie, Director

Cashier's Office

Ledbetter Building, office 220
Barbara Suttles, Accounts Receivable
Coordinator

Tyger River Campus, office 206

Enrollment Services

Student Services Building, office 118
Lynn Dale, Interim Director, Enrollment Services

Financial Aid and Veteran Affairs

Student Services Building, office 147
Nancy Garmroth, Director, office 144
Sean Collum, Assistant Director, office 146
Kathy Payne, Veteran Affairs Coord., office 148

Information Center

Student Services Building Lobby

Library, Learning Resource Center

Mark Roseveare, Dean of Library, Learning
Resources, office 114

SCCOnline

Tracy J. Gaines Building, office G-12A
Neil Griffin, Director

Services for Student With Disabilities

East Building, office E-30 B
Geraldine Brantley, Coordinator

Student Affairs

Student Services Building, office 167
Ron Jackson, Vice President, Student Affairs

Student Life

Student Services Building, office 159
Leslie K. Cagle, Student Life Coordinator

Student Records

Student Services Building, office 157
Celia Bauss, Registrar

Success Network

Student Services Building, office 174
Erin Turner, Director

The Learning Center

East Building, offices E-2 and E-5
Linda Klinzing, Director

Transitional Studies

West Building, office A-25
Kem Harvey, Department Chair

Appendix IV

2012-2013 Exam Schedules: Fall, Spring, Summer

2012 Fall Term Exams

Friday, November 30, 2012 - Wednesday, December 5, 2012

1 st 7.5-WEEK TERM Day/time class begins		Exam Time	Date
All class times		Final exams will be given on the last day of class	
FULL SEMESTER (15 weeks), 2 nd 7.5-WEEK TERMS Day/time class begins		Exam Time	Date
MW	8:00 AM	8:00 AM-10:00 AM	Monday, December 3
MW	9:30 AM	8:00 AM-10:00 AM	Wednesday, December 5
MW	11:00 AM	10:30 AM-12:30 PM	Monday, December 3
MW	12:30 PM	1:00 PM-3:00 PM	Monday, December 3
MW	2:00 PM	1:00 PM-3:00 PM	Wednesday, December 5
MW	3:30 PM	3:30 PM-5:30 PM	Monday, December 3
MW	4:30 PM	3:30 PM-5:30 PM	Monday, December 3
TTH	8:00 AM	8:00 AM-10:00 AM	Tuesday, December 4
TTH	9:30 AM	10:30 AM-12:30 PM	Wednesday, December 5
TTH	11:00 AM	10:30 AM-12:30 PM	Tuesday, December 4
TTH	12:30 PM	1:00 PM-3:00 PM	Tuesday, December 4
TTH	2:00 PM	3:30 PM-5:30 PM	Wednesday, December 5
TTH	3:30 PM	3:30 PM-5:30 PM	Tuesday, December 4
TTH	4:30 PM	3:30 PM-5:30 PM	Tuesday, December 4
MON	6:00 PM	6:00 PM-8:00 PM	Monday, December 3
TUE	6:00 PM	8:15 PM-10:15 PM	Tuesday, December 4
WED	6:00 PM	6:00 PM-8:00 PM	Wednesday, December 5
THU	6:00 PM	6:00 PM-8:00 PM	Tuesday, December 4
FRI	All class times	Regular class time	Friday, November 30
SAT	All class times	Regular class time	Saturday, December 1

Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department head.

This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the College's normal schedule of operation.

Appendix IV

2012-2013 Exam Schedules: Fall, Spring, Summer

2012 Fall Term Exams – Continued

Friday, November 30, 2012 - Wednesday, December 5, 2012

<i>2nd 10-WEEK TERMS</i> <i>Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MW	8:00 AM	8:00 AM-10:00 AM	Monday, December 3
MW	10:10 AM	10:30 AM-12:30 PM	Monday, December 3
MW	12:30 PM	1:00 PM-3:00 PM	Monday, December 3
MW	2:40 PM	1:00 PM-3:00 PM	Wednesday, December 5
TTH	8:00 AM	8:00 AM-10:00 AM	Tuesday, December 4
TTH	10:10 AM	10:30 AM-12:30 PM	Tuesday, December 4
TTH	12:30 PM	1:00 PM-3:00 PM	Tuesday, December 4
TTH	2:40 PM	3:30 PM-5:30 PM	Tuesday, December 4
MON	6:00 PM	6:00 PM-8:00 PM	Monday, December 3
TUE	6:00 PM	6:00 PM-8:00 PM	Tuesday, December 4
WED	6:00 PM	6:00 PM-8:00 PM	Wednesday, December 5
THU	6:00 PM	8:15 PM-10:15 PM	Tuesday, December 4
Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department head.			
This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the College's normal schedule of operation.			

Appendix IV

2012-2013 Exam Schedules: Fall, Spring, Summer

2013 Spring Term Exams

2013 Spring Term Exams (Tuesday, April 30 - Saturday, May 4)

<i>1st 7.5-WEEK & 1st 10-WEEK TERMS Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
<i>All class times</i>		<i>Final exams will be given on the last day of class</i>	
<i>FULL SEMESTER (15 weeks), 2nd 7.5-WEEK TERMS Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MW	8:00 AM	8:00 AM-10:00 AM	Wednesday, May 1
MW	9:30 AM	8:00 AM-10:00 AM	Thursday, May 2
MW	11:00 AM	10:30 AM-12:30 PM	Wednesday, May 1
MW	12:30 PM	1:00 PM-3:00 PM	Wednesday, May 1
MW	2:00 PM	1:00 PM-3:00 PM	Thursday, May 2
MW	3:30 PM	3:30 PM-5:30 PM	Wednesday, May 1
MW	4:30 PM	3:30 PM-5:30 PM	Wednesday, May 1
TTH	8:00 AM	8:00 AM-10:00 AM	Tuesday, April 30
TTH	9:30 AM	10:30 AM-12:30 PM	Tuesday, April 30
TTH	11:00 AM	10:30 AM-12:30 PM	Thursday, May 2
TTH	12:30 PM	1:00 PM-3:00 PM	Tuesday, April 30
TTH	2:00 PM	3:30 PM-5:30 PM	Thursday, May 2
TTH	3:30 PM	3:30 PM-5:30 PM	Tuesday, April 30
TTH	4:30 PM	3:30 PM-5:30 PM	Tuesday, April 30
MON	6:00 PM	8:15 PM-10:15 PM	Wednesday, May 1
TUE	6:00 PM	6:00 PM-8:00 PM	Tuesday, April 30
WED	6:00 PM	6:00 PM-8:00 PM	Wednesday, May 1
THU	6:00 PM	6:00 PM-8:00 PM	Thursday, May 2
FRI	All class times	Exams given at regular class time on Friday, May 3	
SAT	All class times	Exams given at regular class time on Saturday, May 4	
Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department head.			

This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the College's normal schedule of operation.			

Appendix IV

2012-2013 Exam Schedules: Fall, Spring, Summer

2013 Spring Term Exams – Continued

2013 Spring Term Exams (Tuesday, April 30 - Saturday, May 4)

<i>3rd 5-WEEK, 2nd 10-WEEK TERMS Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MW	8:00 AM	8:00 AM-10:00 AM	Wednesday, May 1
MW	10:10 AM	10:30 AM-12:30 PM	Wednesday, May 1
MW	12:30 PM	1:00 PM-3:00 PM	Wednesday, May 1
MW	2:40 PM	3:30 PM-5:30 PM	Wednesday, May 1
TTH	8:00 AM	8:00 AM-10:00 AM	Tuesday, April 30
TTH	10:10 AM	10:30 AM-12:30 PM	Tuesday, April 30
TTH	12:30 PM	1:00 PM-3:00 PM	Tuesday, April 30
TTH	2:40 PM	3:30 PM-5:30 PM	Tuesday, April 30
MON	6:00 PM	6:00 PM-8:00 PM	Wednesday, May 1
TUE	6:00 PM	6:00 PM-8:00 PM	Tuesday, April 30
WED	6:00 PM	8:15 PM-10:15 PM	Wednesday, May 1
THU	6:00 PM	8:15 PM-10:15 PM	Thursday, May 2
Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department head.			
This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the College's normal schedule of operation.			

2013 Summer Term Exams

Monday, May 20, 2013 - Thursday, July 25, 2013

<i>Full Term 5/20/13-7/25/13 Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MW	All class times	During scheduled class time	Wednesday, July 24
TTH	All class times	During scheduled class time	Thursday, July 25
<i>FLEX TERM 6/3/13-7/3/13 Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MTWTH	All class times	During scheduled class time	Wednesday, July 3
<i>1st 5-WEEK TERM 5/20/13-6/20/13 Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MTWTH	All class times	During scheduled class time	Thursday, June 20
<i>2nd 5-WEEK TERM 6/24/13-7/25/13 Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MTWTH	All class times	During scheduled class time	Thursday, July 25

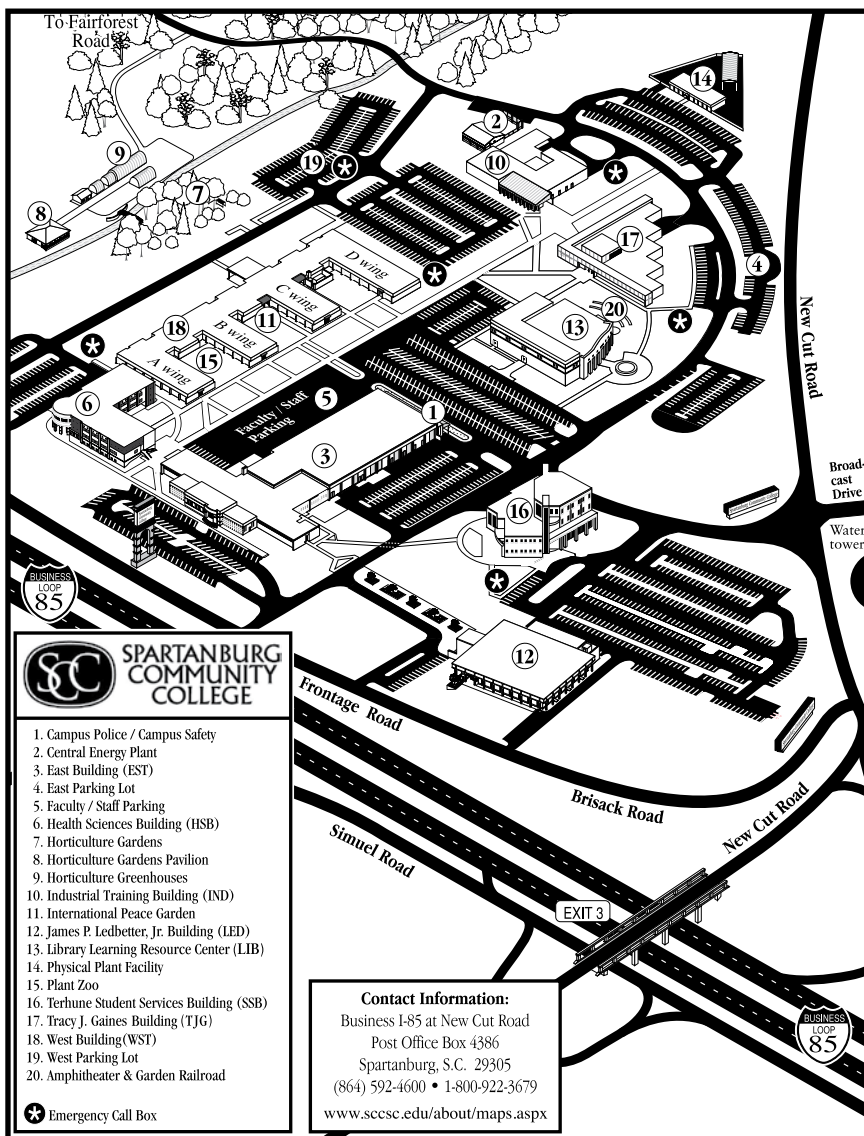
Appendix V

SCC Central Campus Map



**SPARTANBURG
COMMUNITY
COLLEGE**

Business I-85 at New Cut Road • P.O. Box 4386
Spartanburg, S.C. 29305
(864) 592-4600 • 1-800-922-3679



Appendix VI

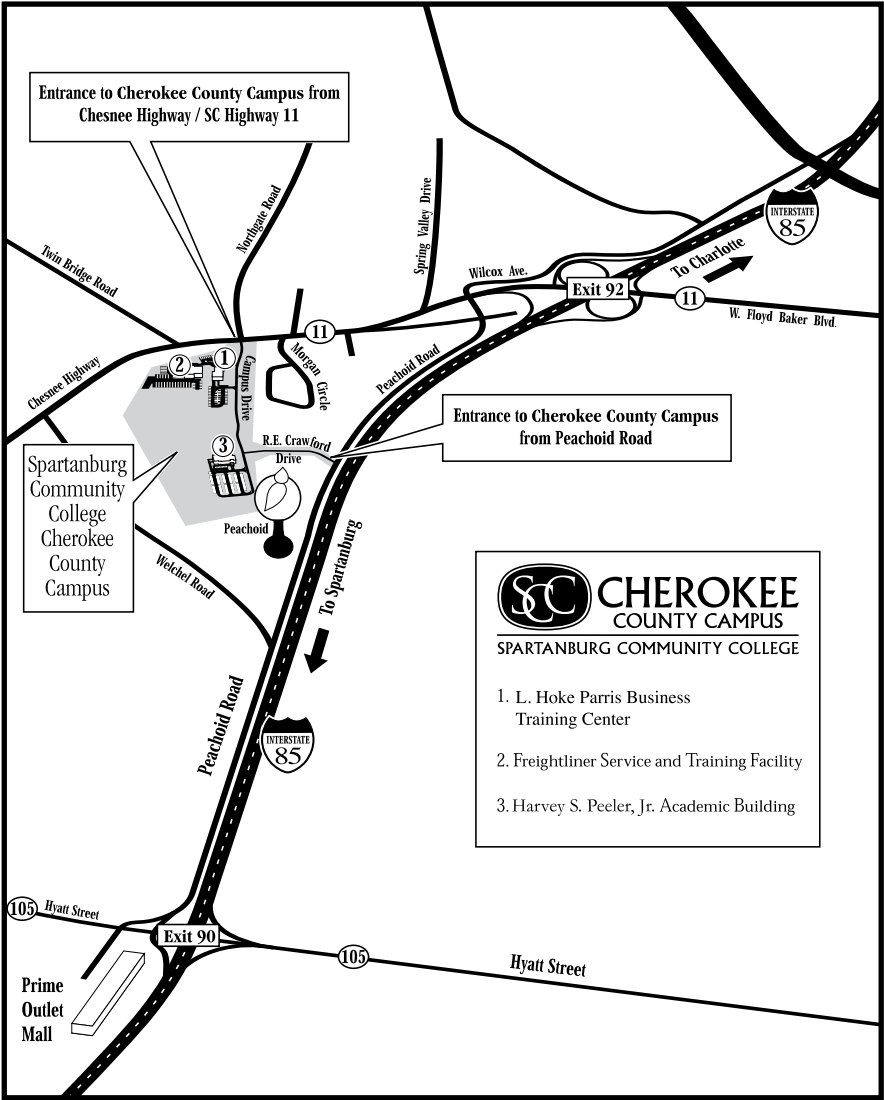
SCC Cherokee County Campus Map



SPARTANBURG COMMUNITY COLLEGE

523 Chesnee Highway (Highway 11)
Gaffney, SC 29341

(864) 206-2700 • 1-800-922-3679



Appendix VII

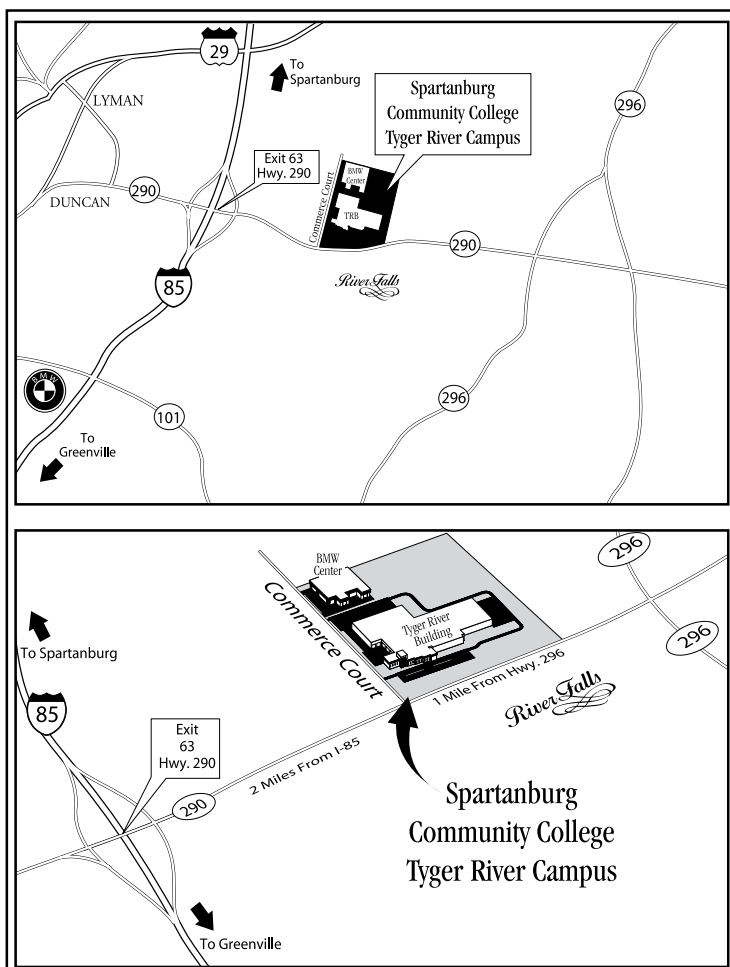
SCC Tyger River Campus Map



1875 East Main Street (Highway 290) • Duncan, S.C. 29334
(864)592-6200

BMW Center at the Tyger River Campus

SCC Corporate & Community Education Division (864)592-4900

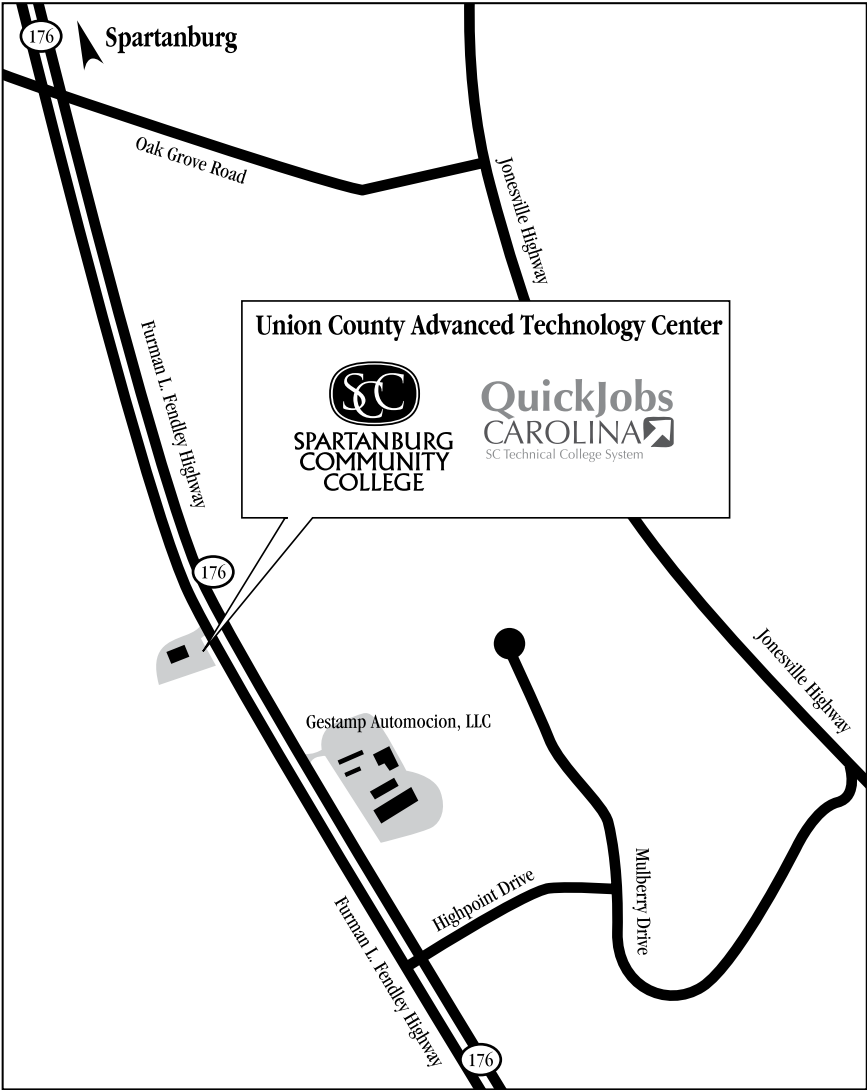


Appendix VIII

Union County Advanced Technology Center

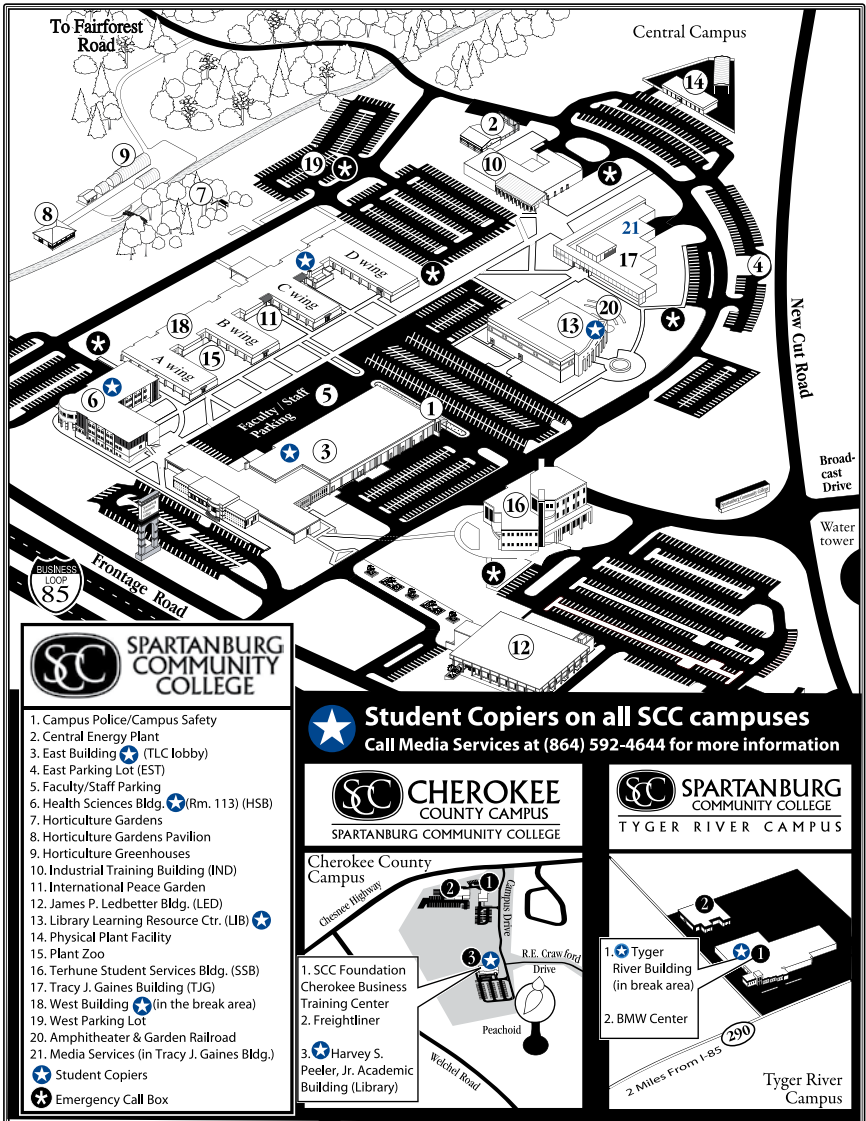


1401 Furman L. Fendley Highway (Highway 176) • P.O. Box 669
Union, S.C. 29379
Phone: (864)466-1060 • Fax: (864)466-3839



Appendix IX

Student Copier Locations



This image shows a full page of blank handwriting practice paper. It features evenly spaced horizontal blue lines across the entire surface, providing a guide for letter height and placement. There are no margins, text, or other markings on the page.



P.O. Box 4386
Spartanburg, S.C. 29305
(864) 592-4800 • (866) 591-3700
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